101

PCOLS

INTERACTIVE TUTORIAL

Recommended Roles: A/OPC, A/OPC Supervisor, HCA Agent, AEA

How to Add an Organization and Users in EMMA

TUTORIAL ICON LEGEND:

HOME/BACK: This icon will take you back to the List of Actions or back one action

NEXT: This icon will allow you to continue to the next action

REPLAY: This icon will allow you to replay the action

EMAIL: This icon will take you to the email message

SCROLL: This icon will allow you to scroll down

INFO: This icon will take you to additional information

The button will appear on many screens throughout this tutorial. Click on this button to view additional information.

Click the button to return to the previous screen.

Clicking on an area highlighted by a red box will advance the tutorial to the next step.

EMMA

Create a new organization
Create A/BO Supervisor role
Assign A/BO Supervisor
Create A/BO role
Assign A/BO
Create Cardholders Supervisor role
Assign Cardholders Supervisor

Scenario

The A/OPC would like to establish a new organization in EMMA and provision an A/BO Supervisor, A/BO Pool and a Cardholders Supervisor.

The following interactive tutorial will allow you to see all the steps the A/OPC follows to set up a new organization and add the roles and users.

Index of Actions:

A/OPC Action 1:
EMMA-Create a new organization

A/OPC Action 2:
EMMA-Create an A/BO Supervisor Role and add a user

A/OPC Action 3:
EMMA-Create an A/BO Pool Role and add a user

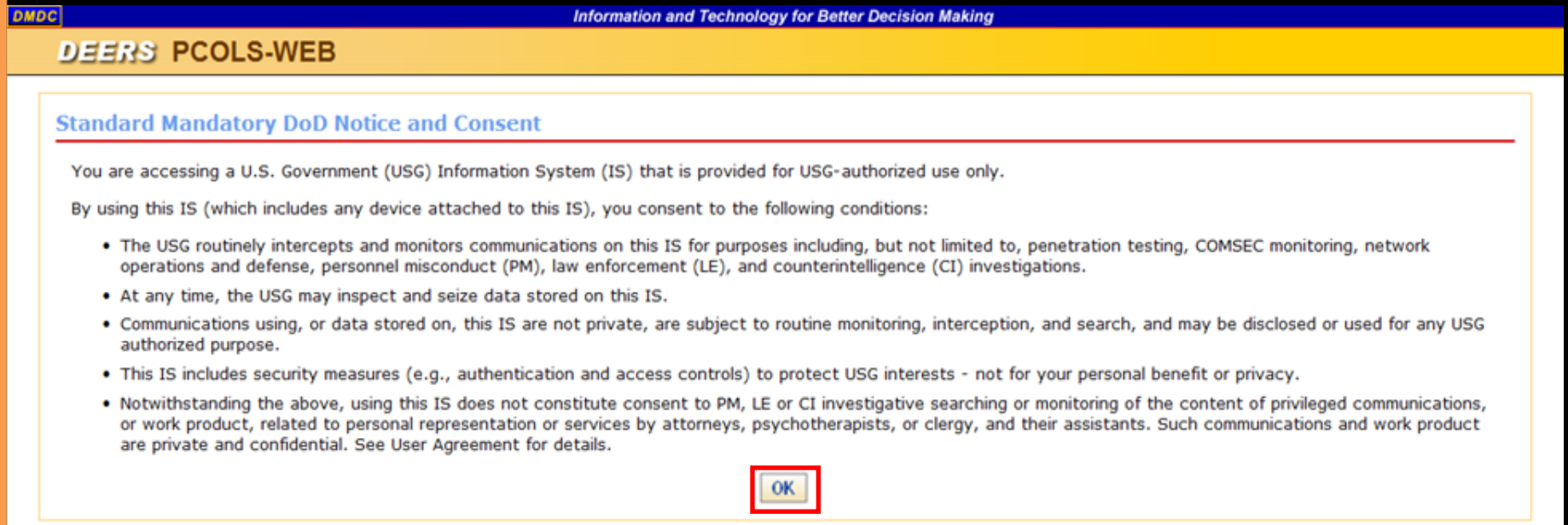
A/OPC Action 4:
EMMA-Create a Cardholders Supervisor Role and add a user

Click on the link below to log in.

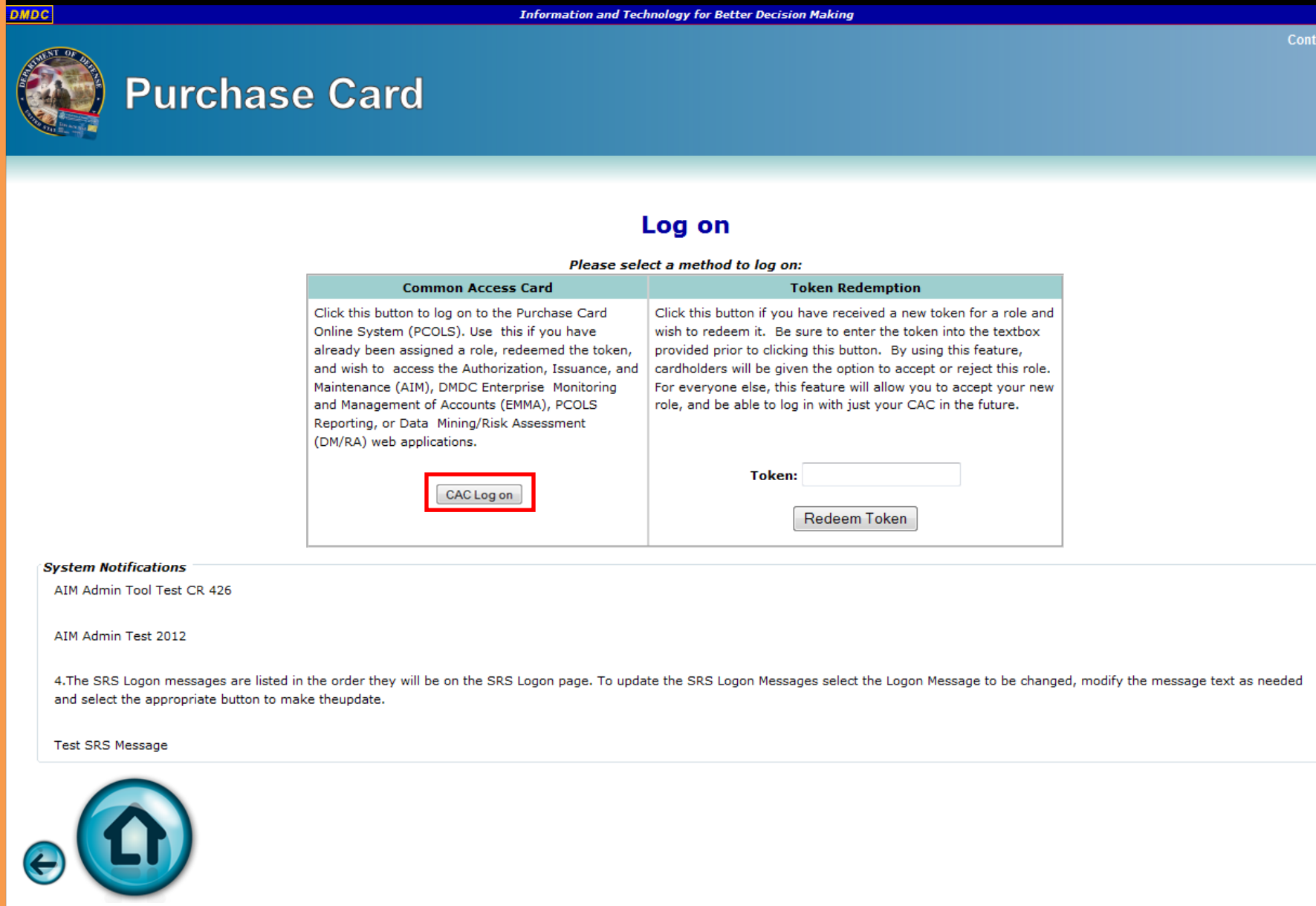
htthttps://pki.dmdc.osd.mil/appj/pcols-web/ b/

Action 1: Create **a new organization.**

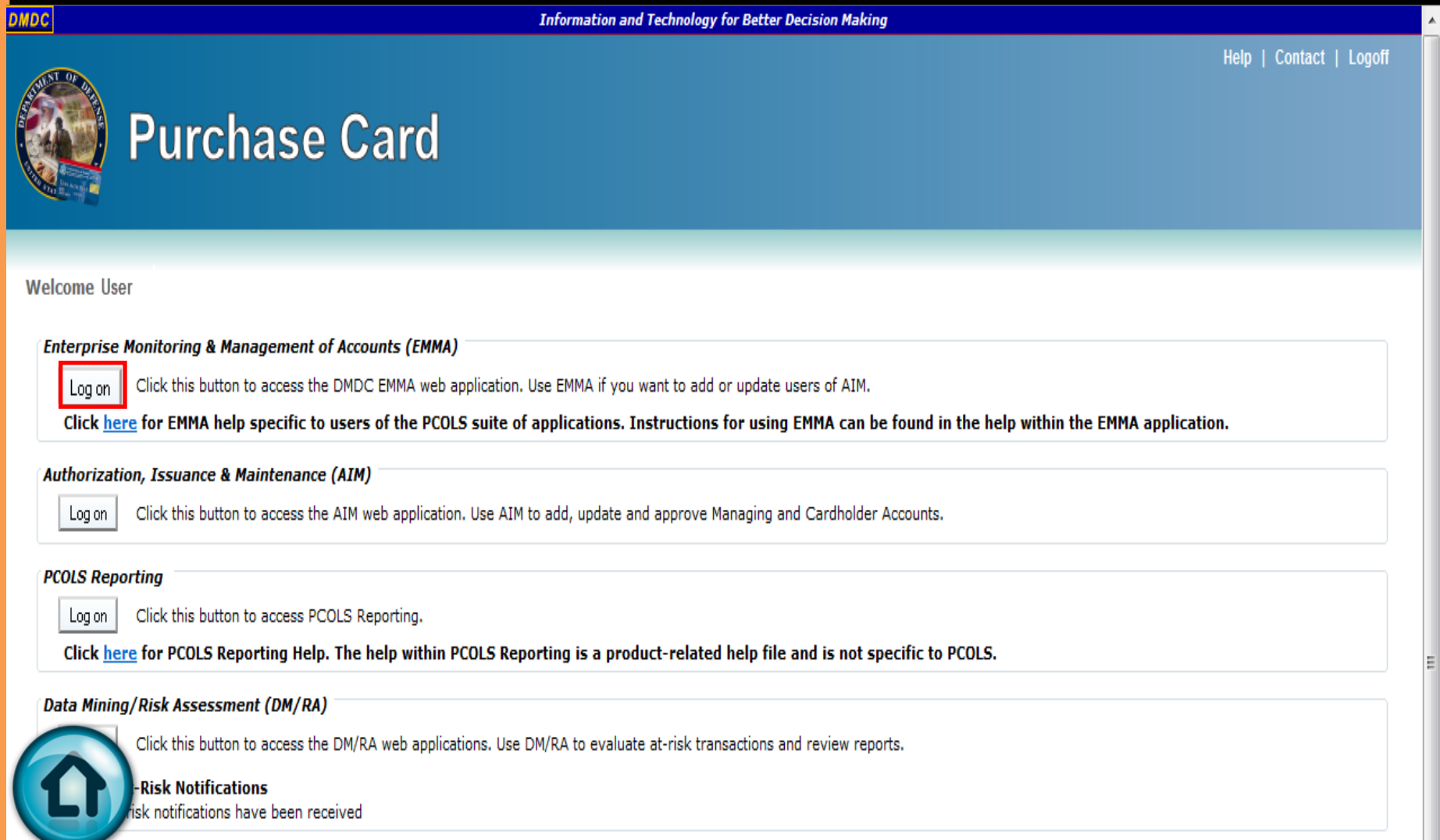
Click on the “OK” button to log in.


DMDC
Information and Technology for Better Decision Making
DEERS PCOLS-WEB
Standard Mandatory DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
• The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
• At any time, the USG may inspect and seize data stored on this IS.
• Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
• This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
• Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
OK

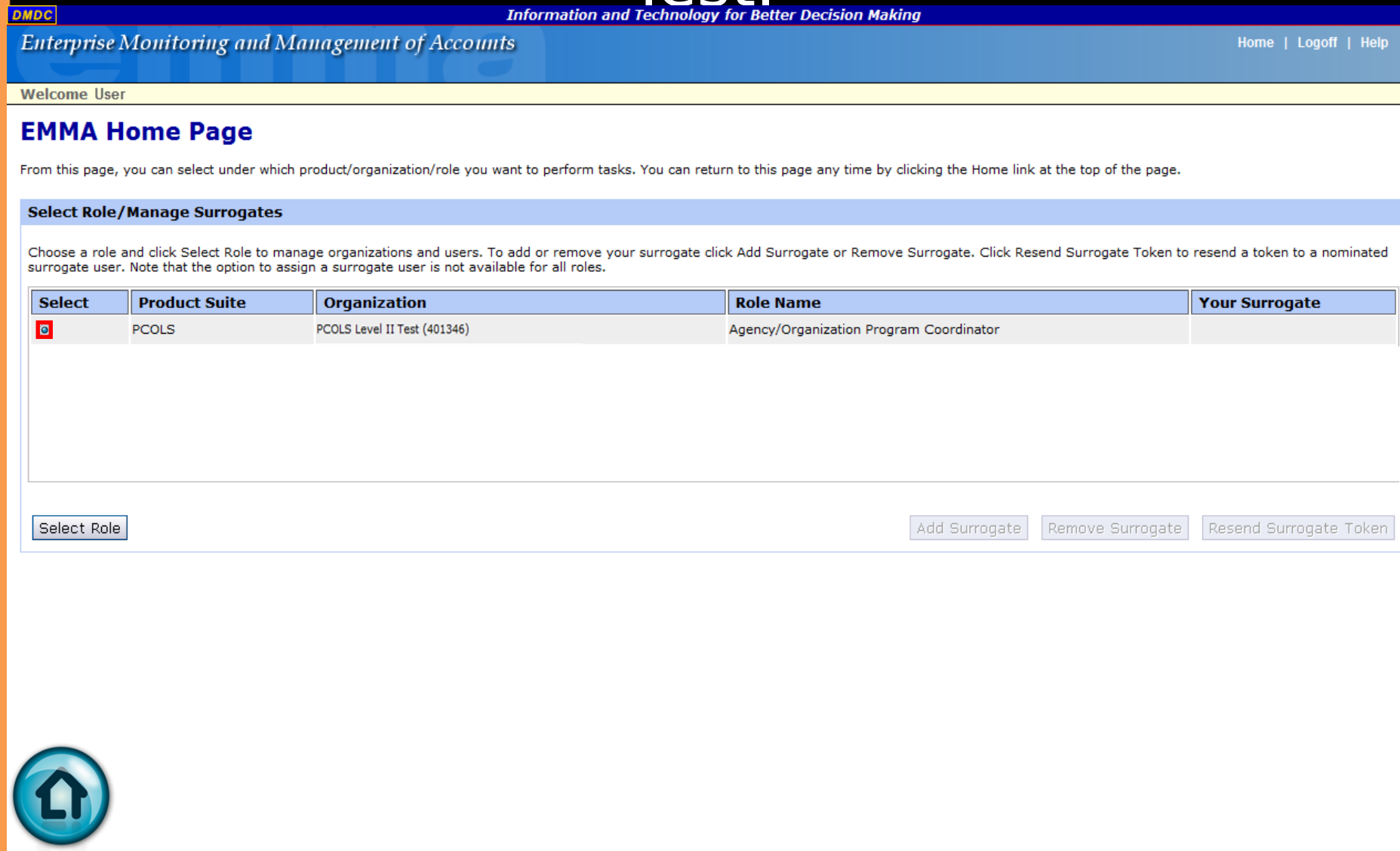
Click on the “CAC Log On” button to continue.


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card
Log on
Please select a method to log on:
Common Access Card
Click this button to log on to the Purchase Card Online System (PCOLS). Use this if you have already been assigned a role, redeemed the token, and wish to access the Authorization, Issuance, and Maintenance (AIM), DMDC Enterprise Monitoring and Management of Accounts (EMMA), PCOLS Reporting, or Data Mining/Risk Assessment (DM/RA) web applications.
CAC Log on
Token Redemption
Click this button if you have received a new token for a role and wish to redeem it. Be sure to enter the token into the textbox provided prior to clicking this button. By using this feature, cardholders will be given the option to accept or reject this role. For everyone else, this feature will allow you to accept your new role, and be able to log in with just your CAC in the future.
Token:
Redeem Token
System Notifications
AIM Admin Tool Test CR 426
AIM Admin Test 2012
4.The SRS Logon messages are listed in the order they will be on the SRS Logon page. To update the SRS Logon Messages select the Logon Message to be changed, modify the message text as needed and select the appropriate button to make theupdate.
Test SRS Message

Click on the “Log On” button for Enterprise Monitoring & Management of Accounts (EMMA).

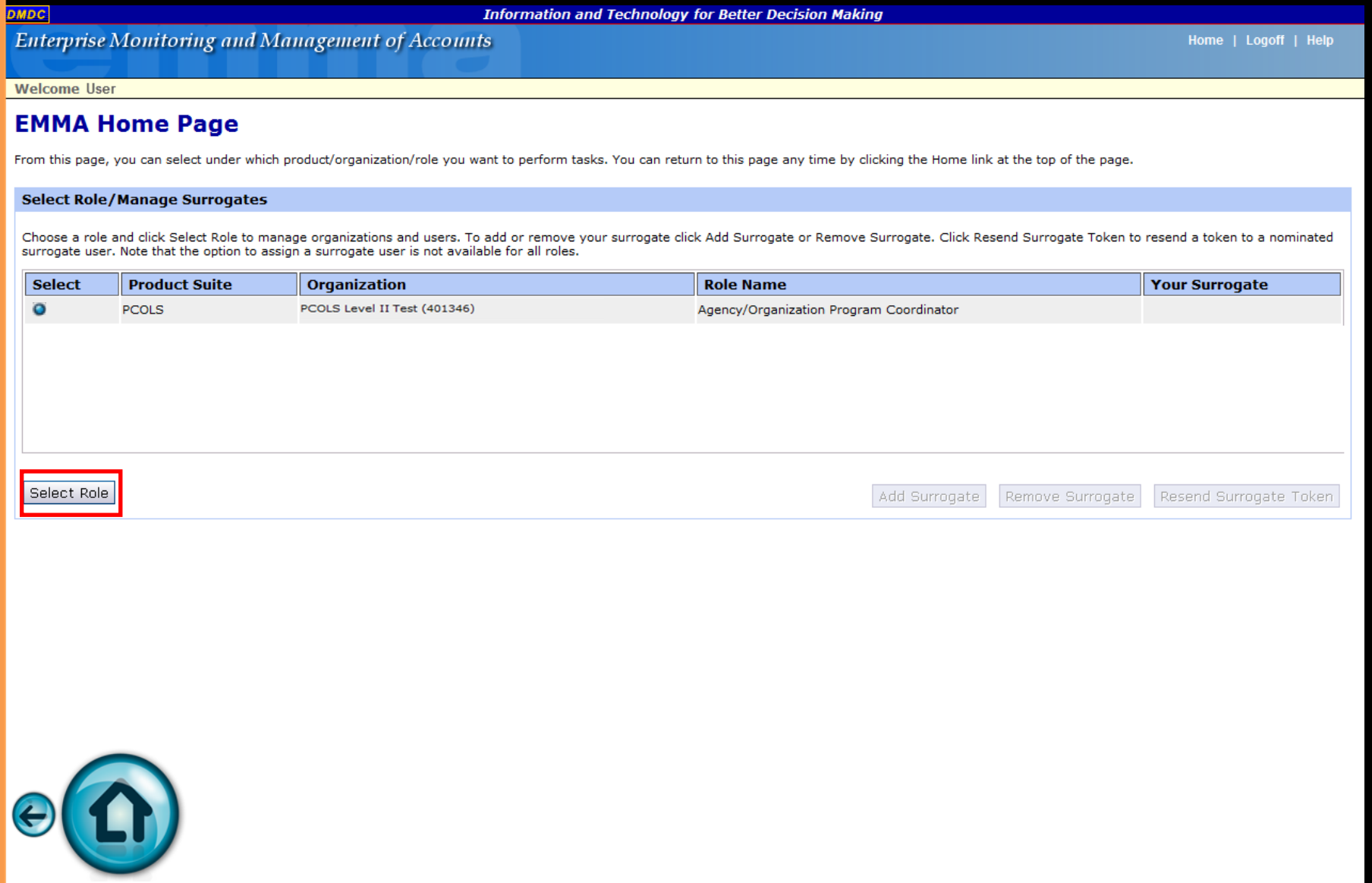

DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Enterprise Monitoring & Management of Accounts (EMMA)
Log on
Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Click here for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
Data Mining/Risk Assessment (DM/RA)
Click this button to access the DM/RA web applications. Use DM/RA to evaluate at-risk transactions and review reports.
-Risk Notifications
isk notifications have been received

You are on the EMMA role selection screen. Click the “Select” radio button to choose the A/OPC role for PCOLS Level II Test.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
EMMA Home Page
From this page, you can select under which product/organization/role you want to perform tasks. You can return to this page any time by clicking the Home link at the top of the page.
Select Role/Manage Surrogates
Choose a role and click Select Role to manage organizations and users. To add or remove your surrogate click Add Surrogate or Remove Surrogate. Click Resend Surrogate Token to resend a token to a nominated surrogate user. Note that the option to assign a surrogate user is not available for all roles.
Select
Product Suite
Organization
Role Name
Your Surrogate
PCOLS
PCOLS Level II Test (401346)
Agency/Organization Program Coordinator
Select Role
Add Surrogate
Remove Surrogate
Resend Surrogate Token

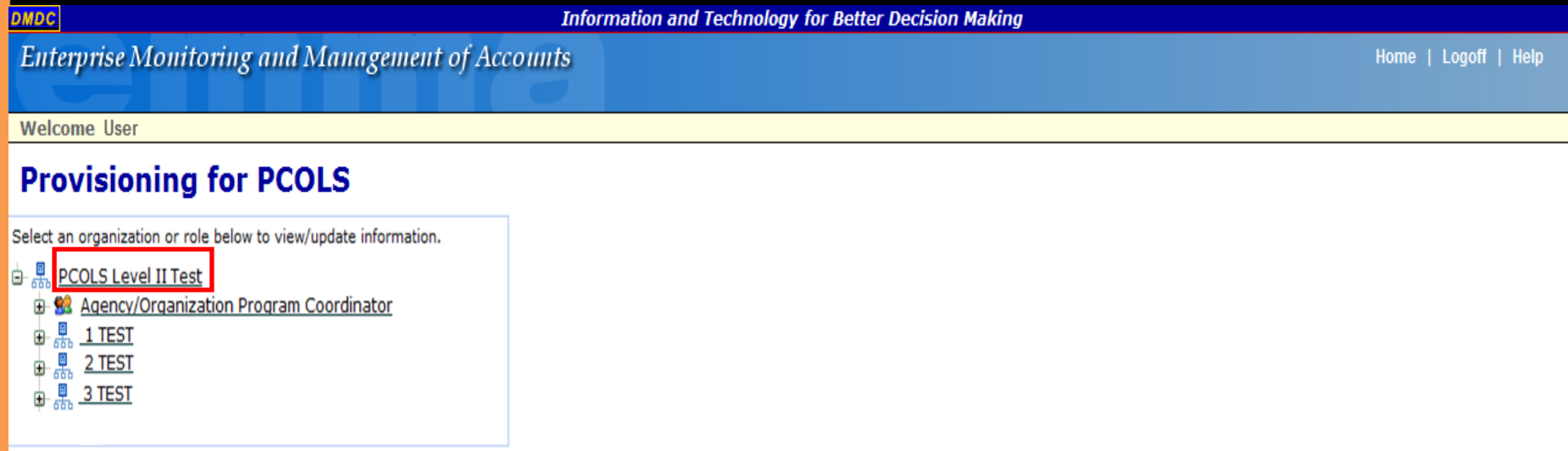
EMMA-Create a new organization

Click the “Select Role” button to continue.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
EMMA Home Page
From this page, you can select under which product/organization/role you want to perform tasks. You can return to this page any time by clicking the Home link at the top of the page.
Select Role/Manage Surrogates
Choose a role and click Select Role to manage organizations and users. To add or remove your surrogate click Add Surrogate or Remove Surrogate. Click Resend Surrogate Token to resend a token to a nominated surrogate user. Note that the option to assign a surrogate user is not available for all roles.
Select
Product Suite
Organization
Role Name
Your Surrogate
PCOLS
PCOLS Level II Test (401346)
Agency/Organization Program Coordinator
Select Role
Add Surrogate
Remove Surrogate
Resend Surrogate Token

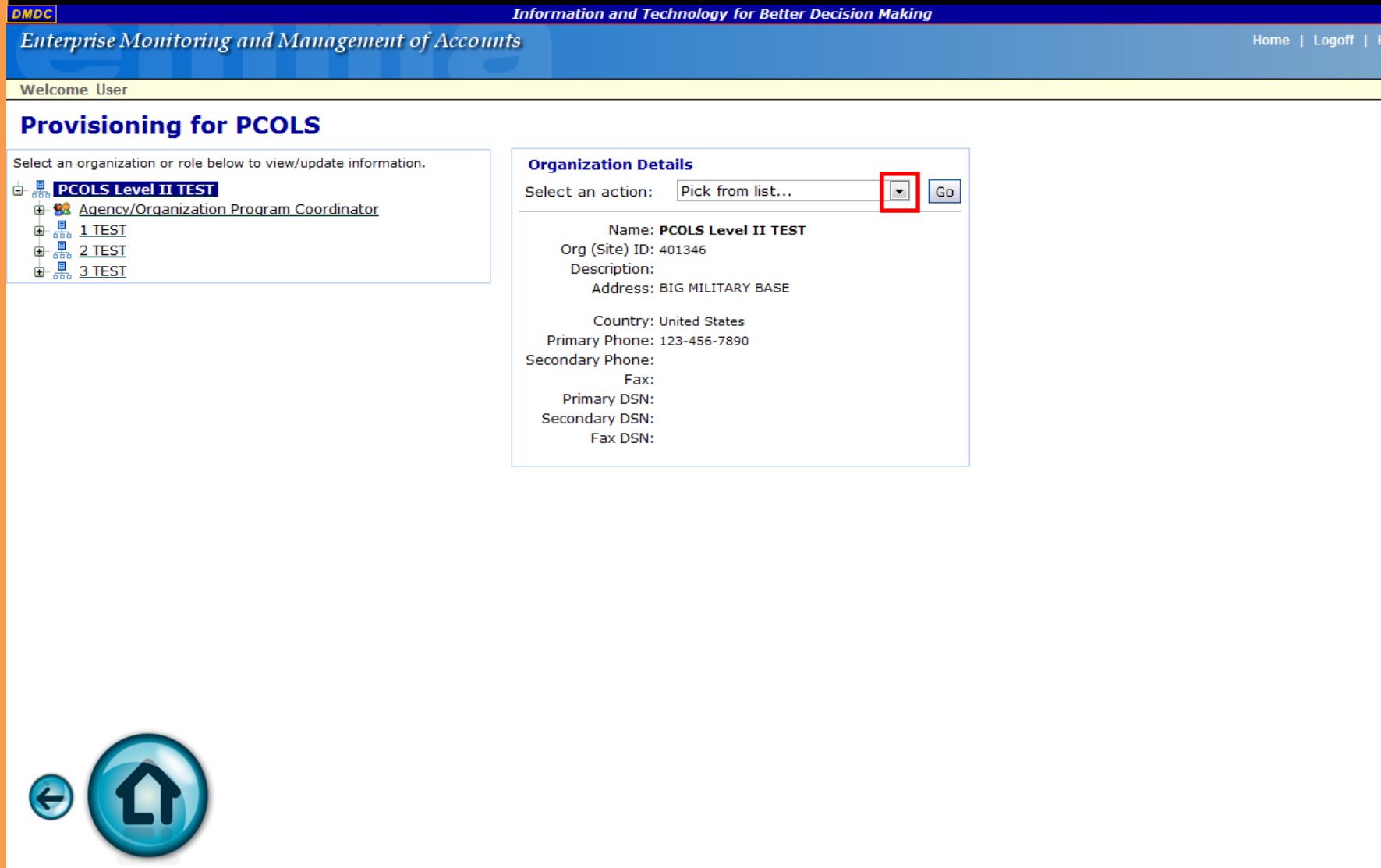
screen.

Click on the organization “PCOLS Level II Test” A/OPC organization to add a

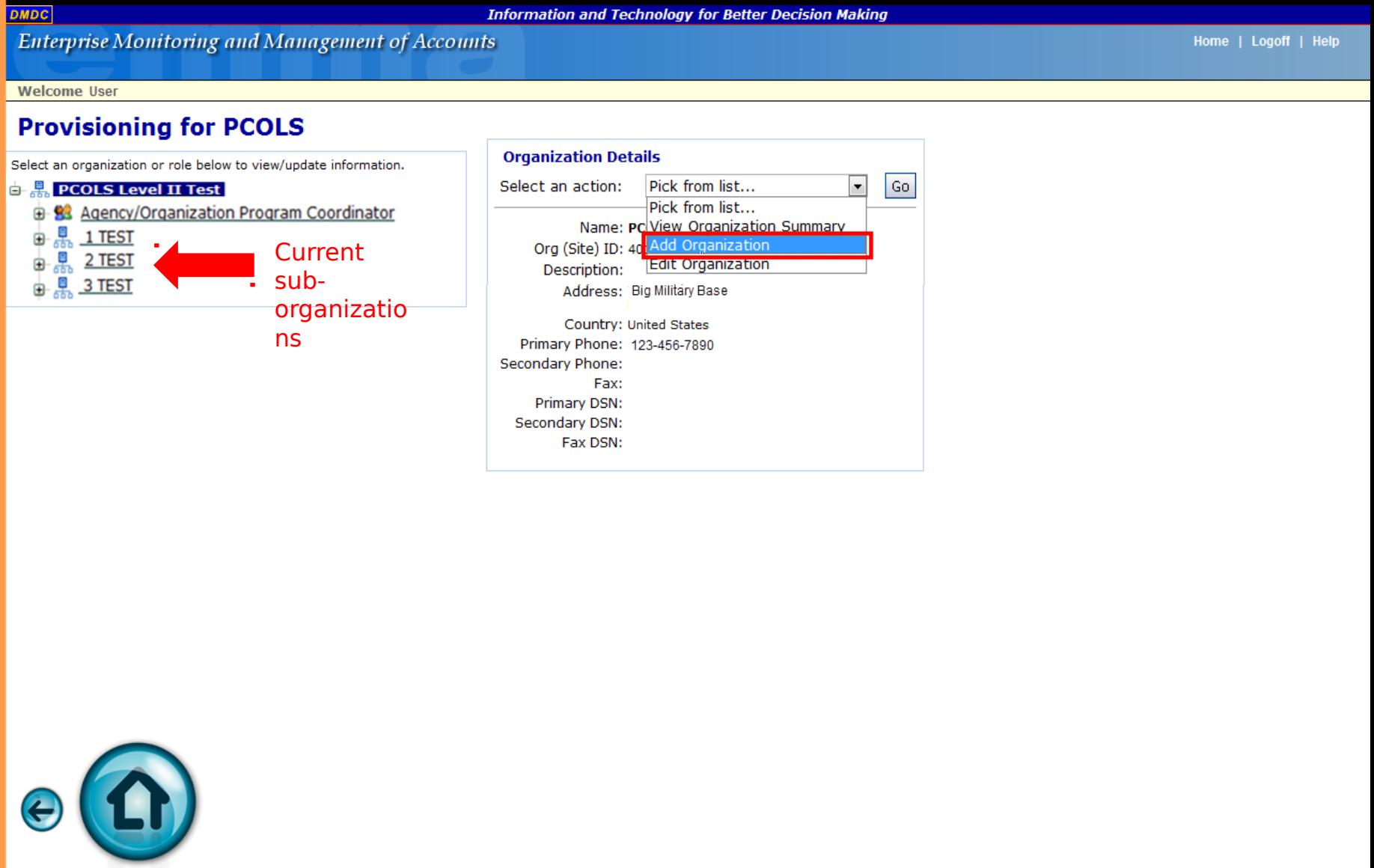


Click arrow from the drop-down menu to select an action from the list.

EMMA-Create a new organization

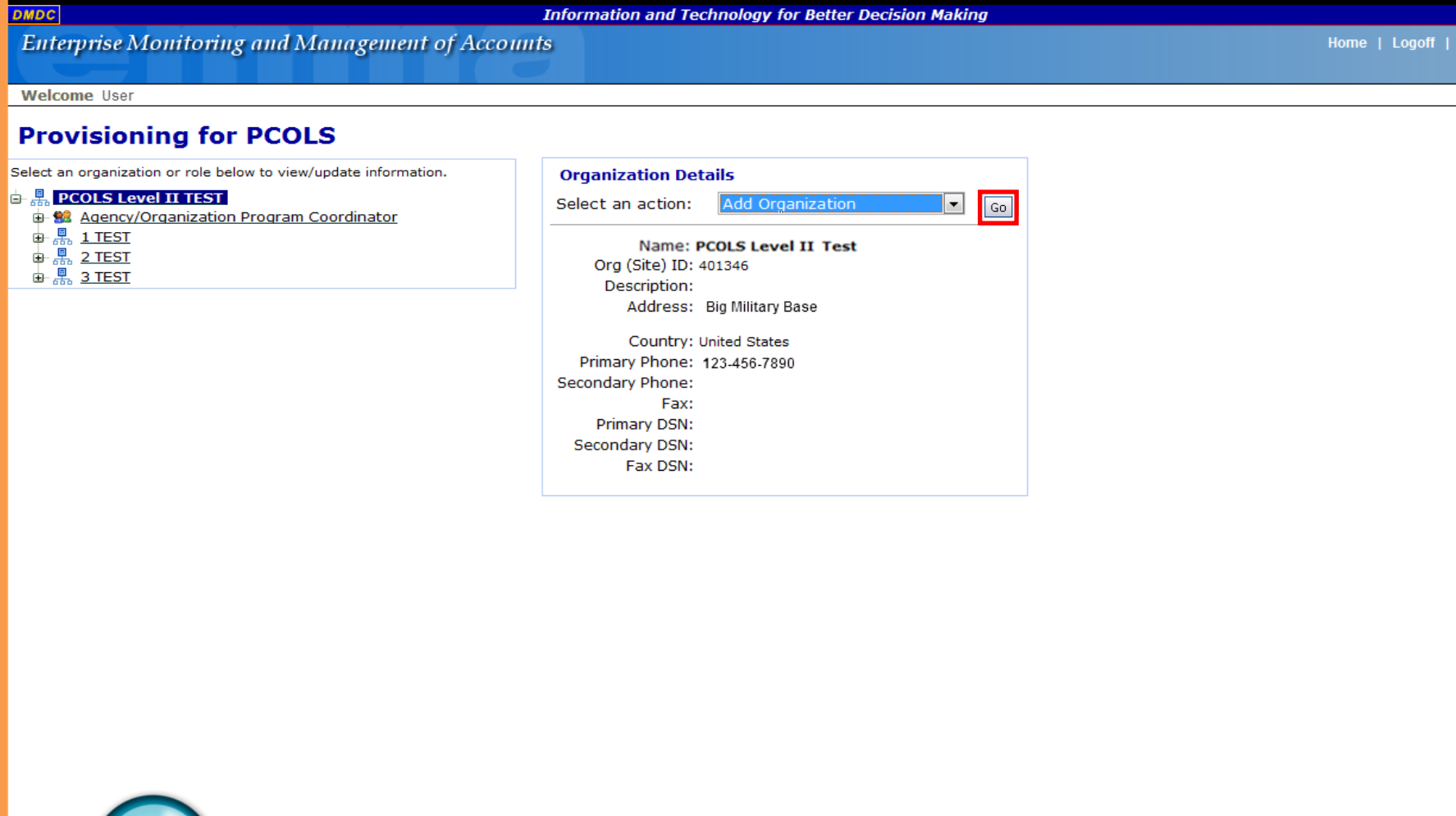


Click the “Add Organization” action from the drop-down menu.



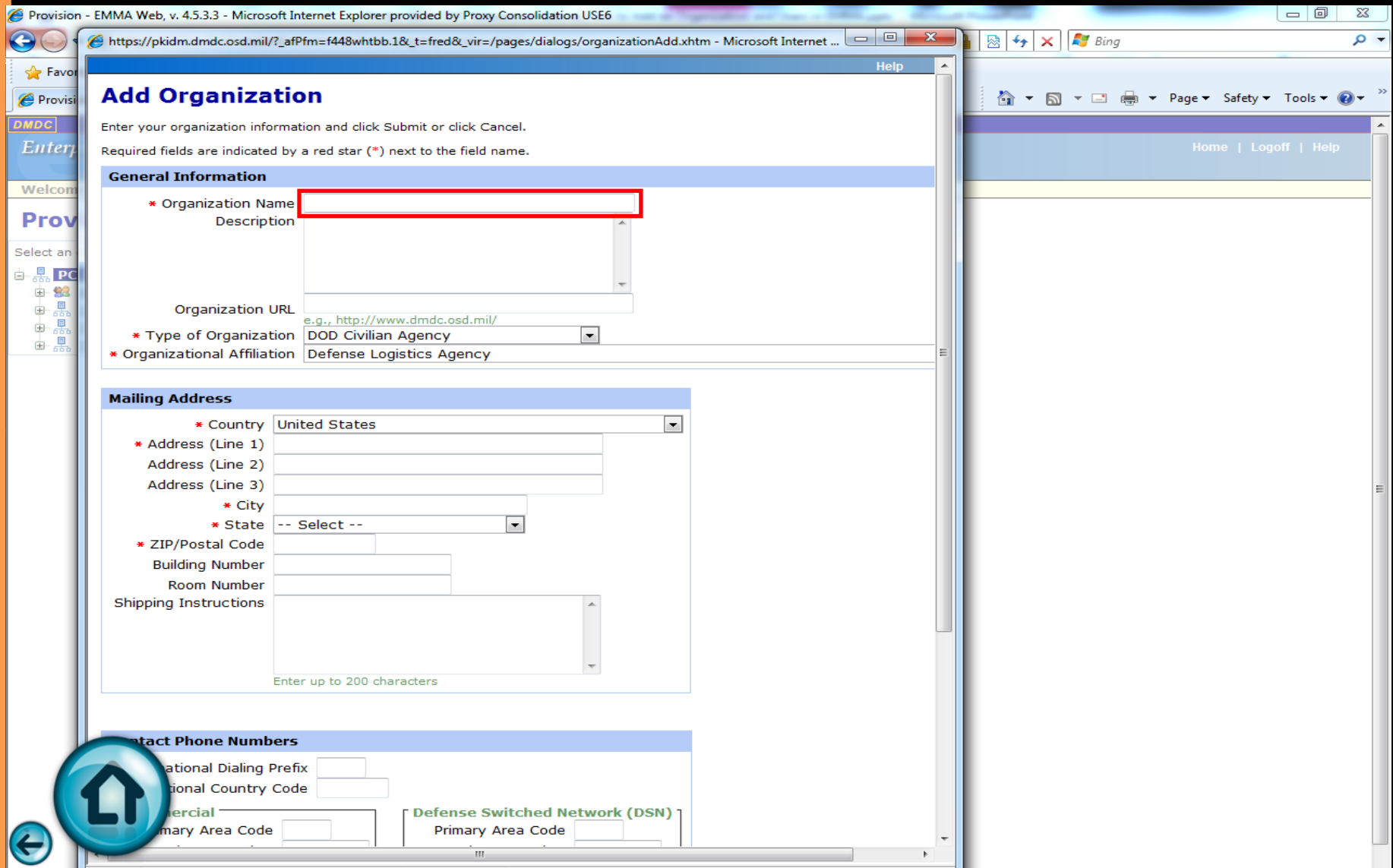
EMMA-Create a new organization

Click on the “Go” button to continue.



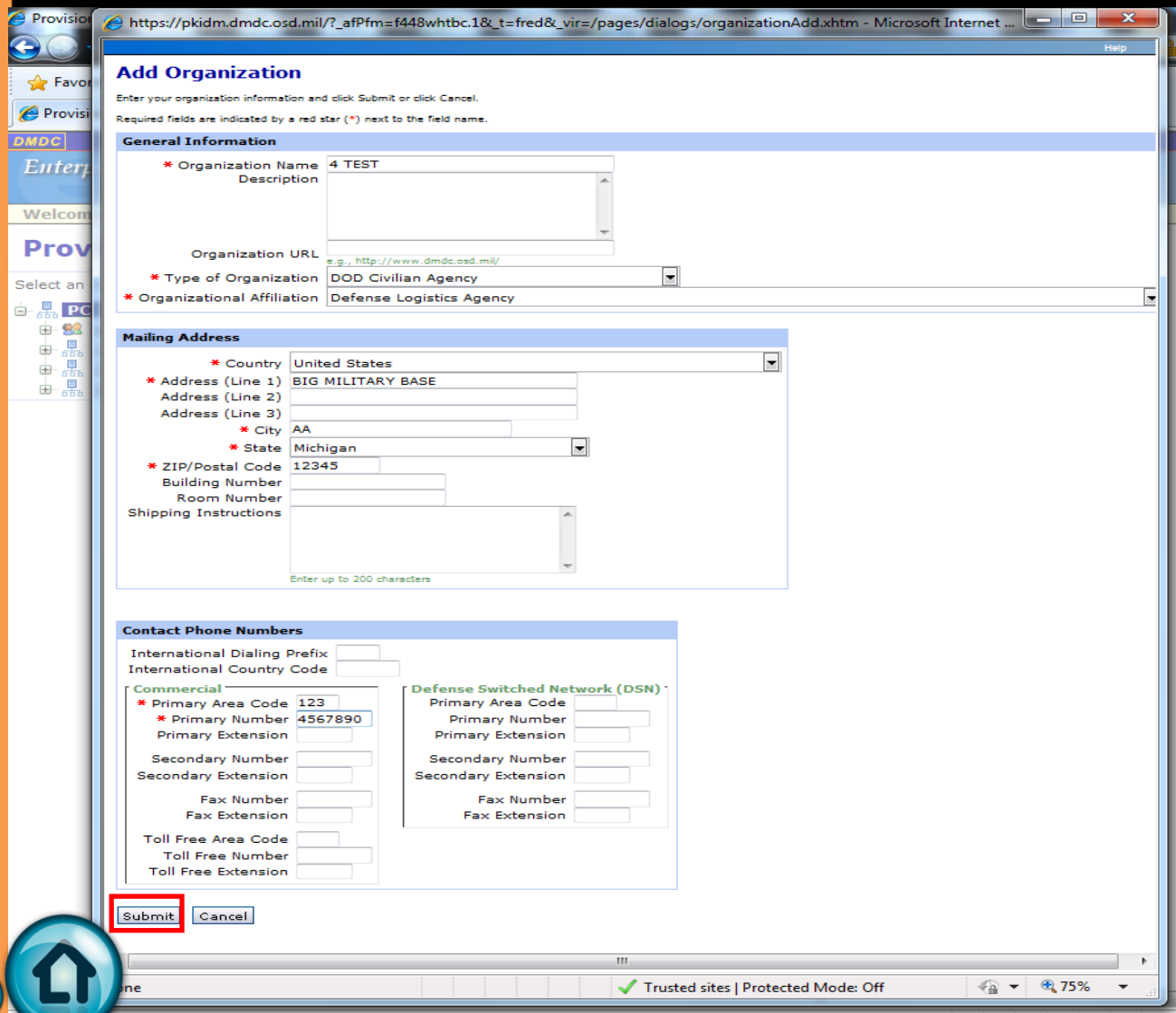
All fields with an asterisk, including the new organization name, are required. Click in the box to continue.

EMMA-Create a new organization

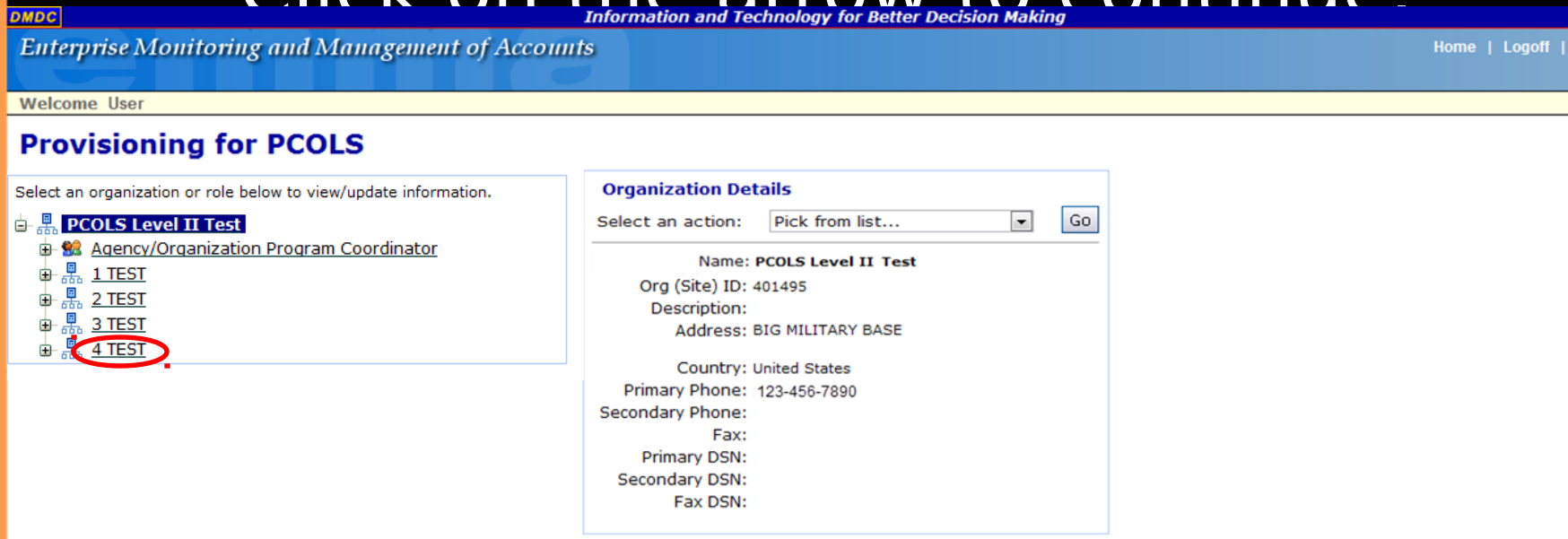


Information has been entered by the A/OPC into all required fields. Click on the "Submit" button to continue.

EMMA-Create a new organization



Step 1 is complete.
New organization 4 Test has been created.
Click on the arrow to continue.

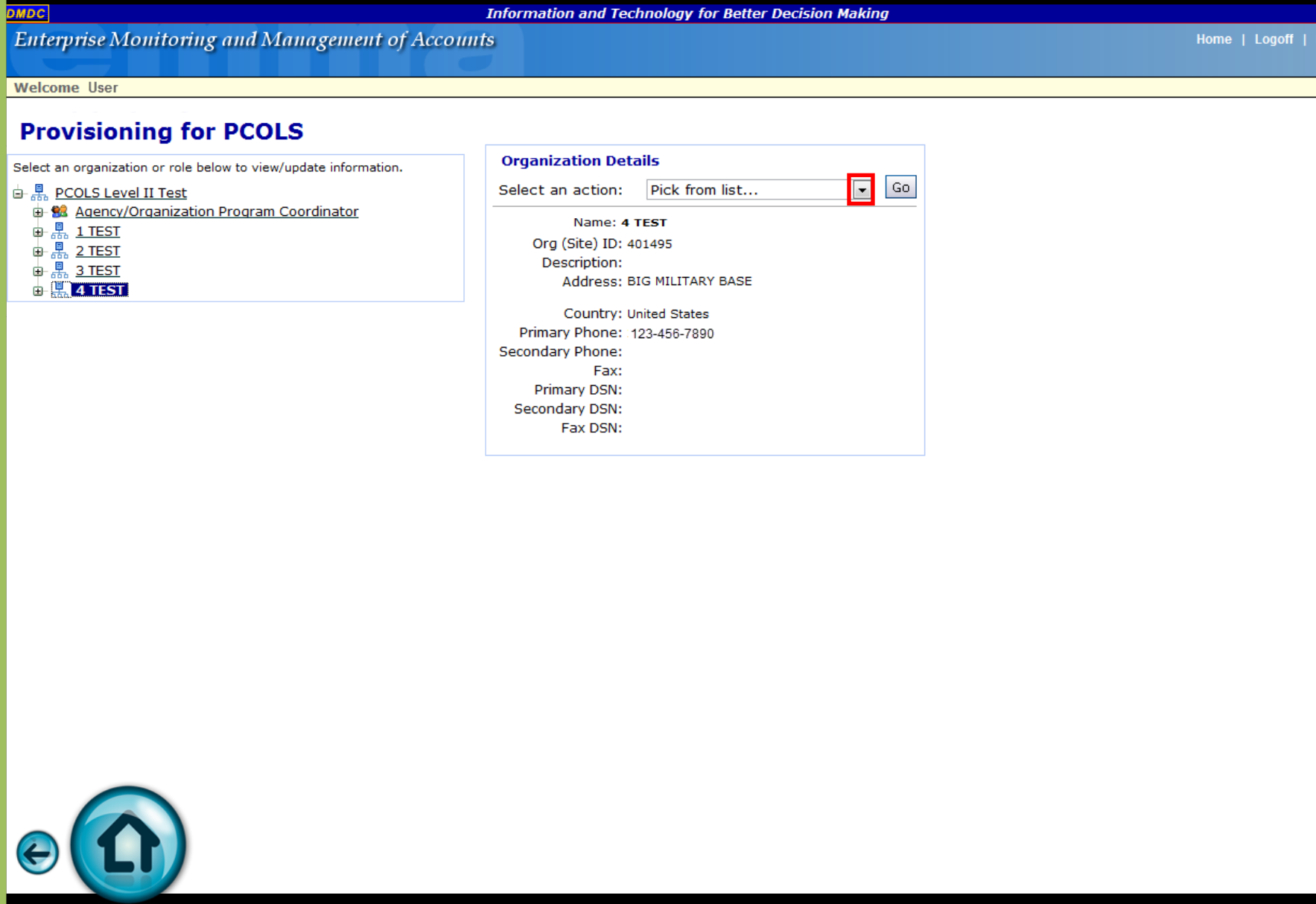


EMMA-Create a new organization

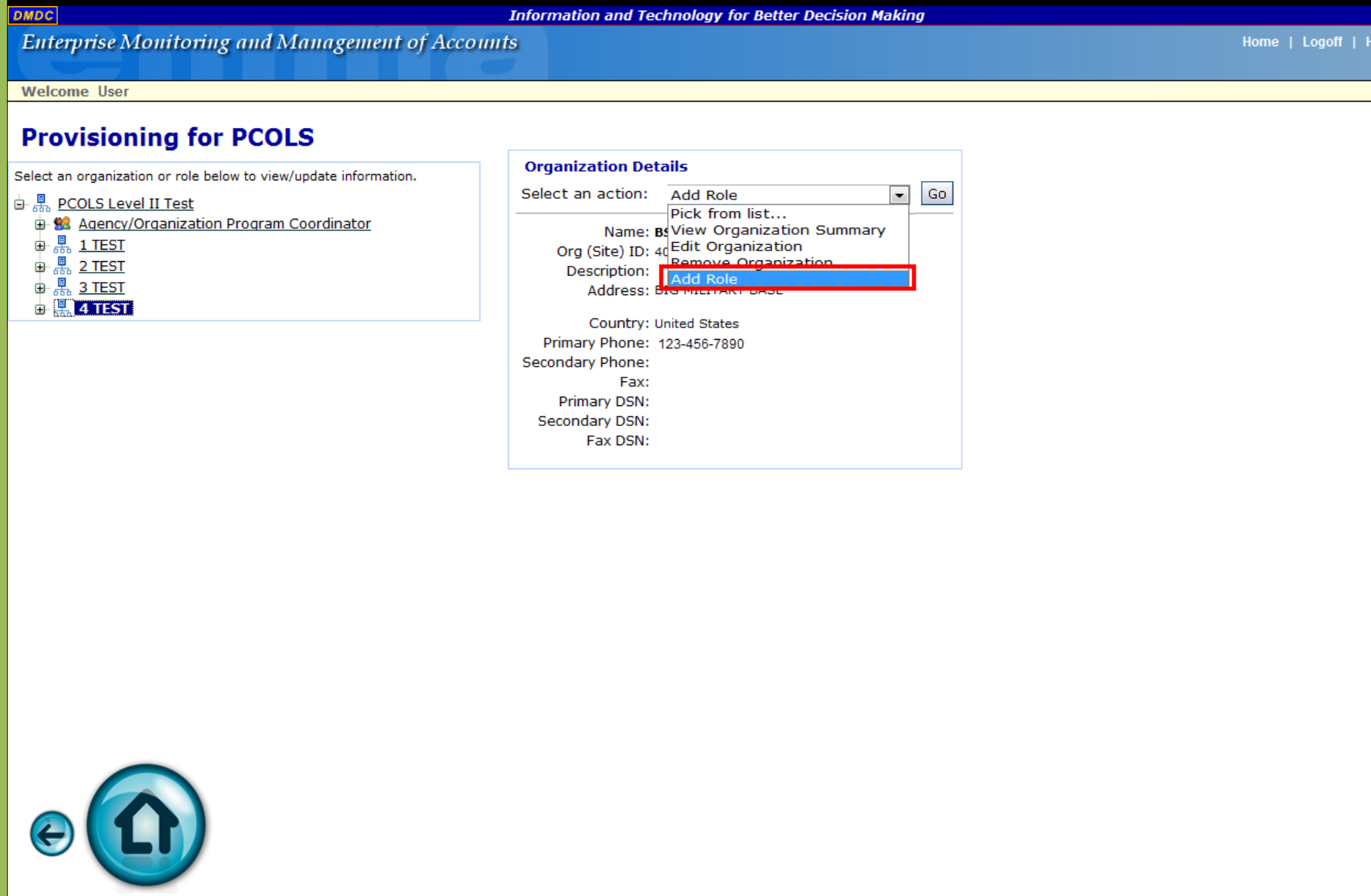
Action 2: Create an A/BO Supervisor role and add a user.

Click on the new organization 4TEST.

Click on the arrow from the drop-down menu to select an action from the list.

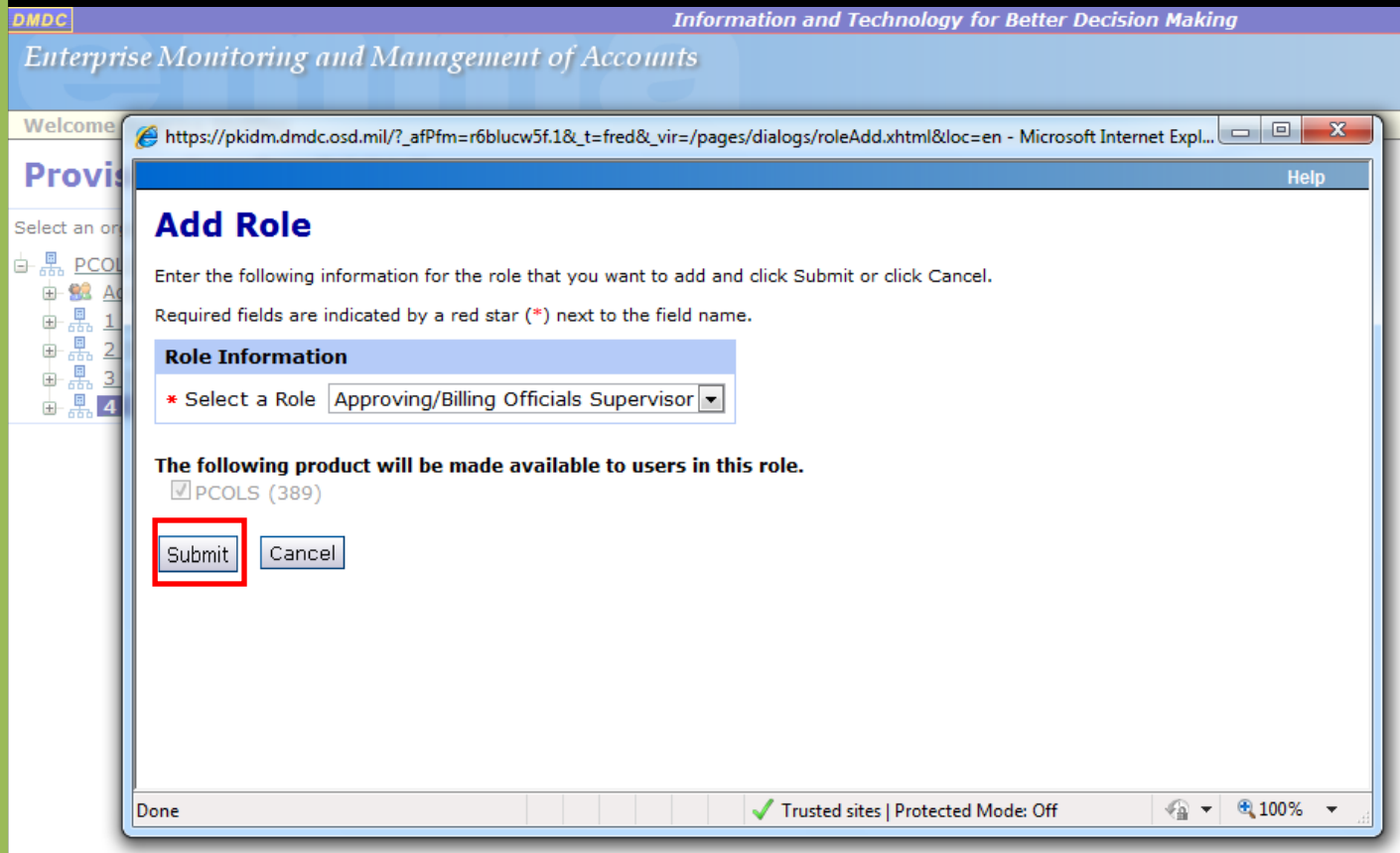


Click on the “Add Role” action from the menu.

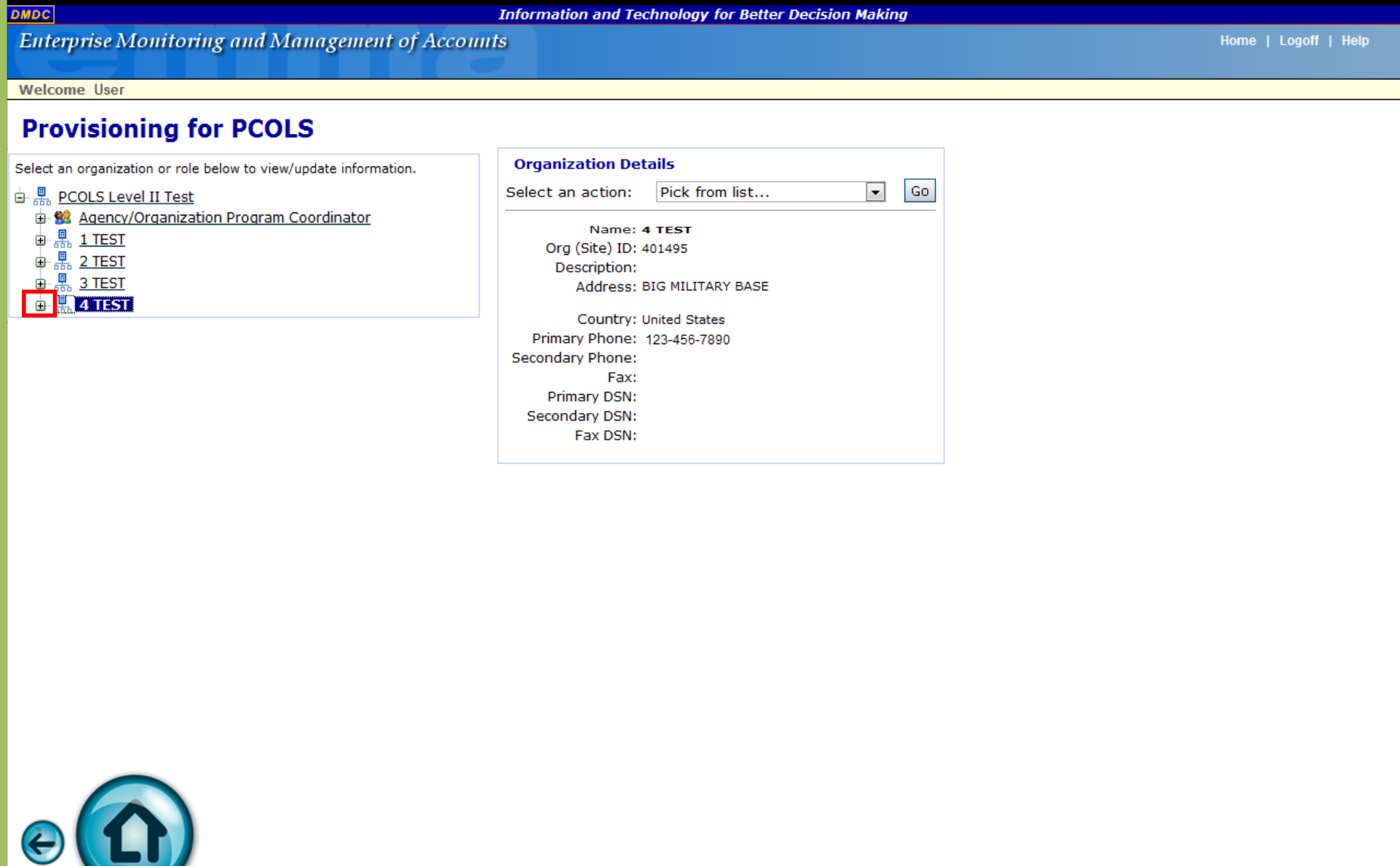


Click on the “Go” button to continue.

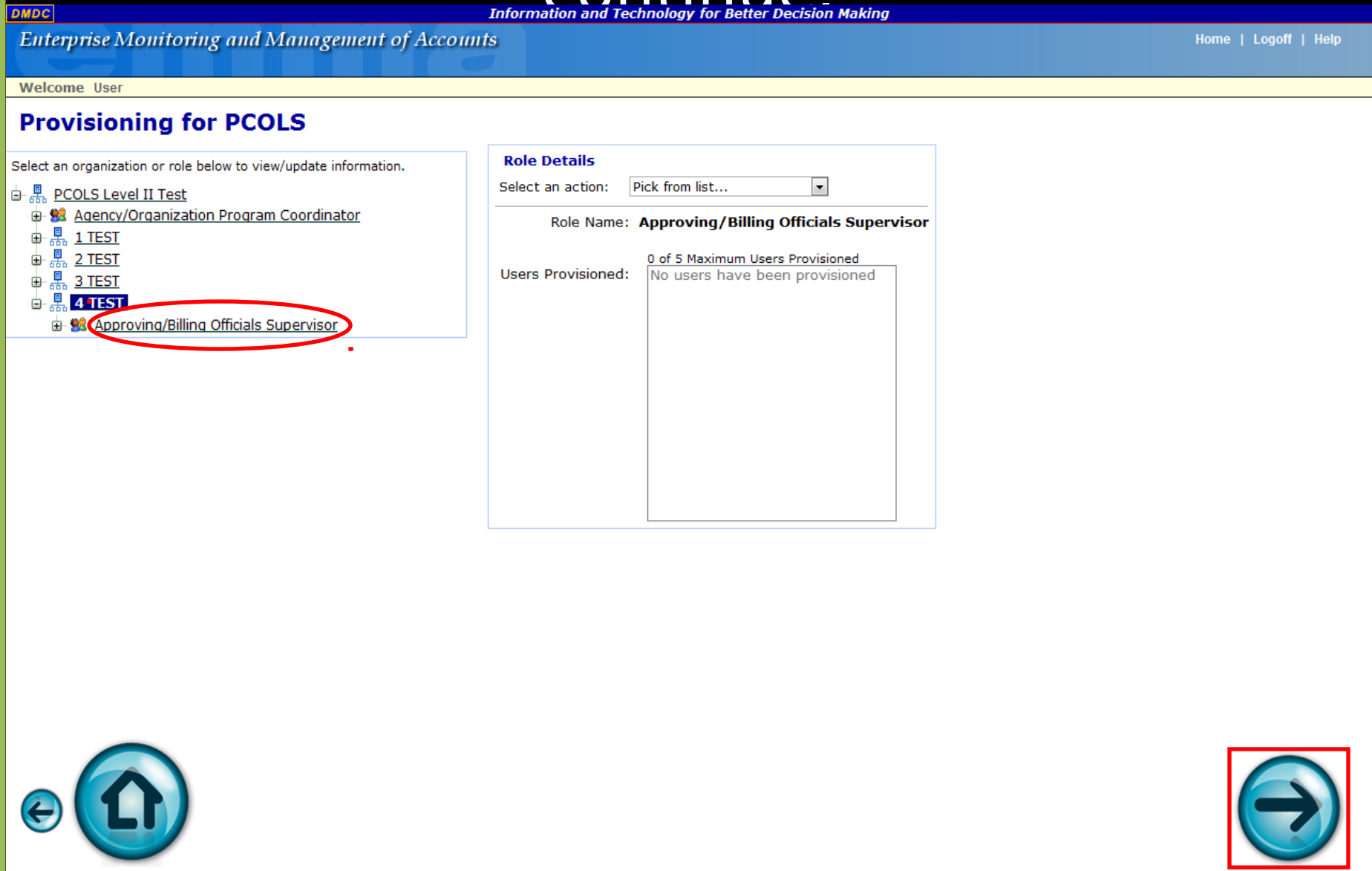
The Approving/Billing Officials Supervisor role is pre-populated. Click on the "Submit" button.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff
https://pkidm.dmdc.osd.mil/?_afPfm=r6blucw5f.1&_t=fred&_vir=/pages/dialogs/roleAdd.xhtml&loc=en - Microsoft Internet Expl...
Help
Add Role
Enter the following information for the role that you want to add and click Submit or click Cancel.
Required fields are indicated by a red star (*) next to the field name.
Role Information
* Select a Role
Approving/Billing Officials Supervisor
The following product will be made available to users in this role.
PCOLS (389)
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

Click on plus sign to expand the organization in order to view roles.

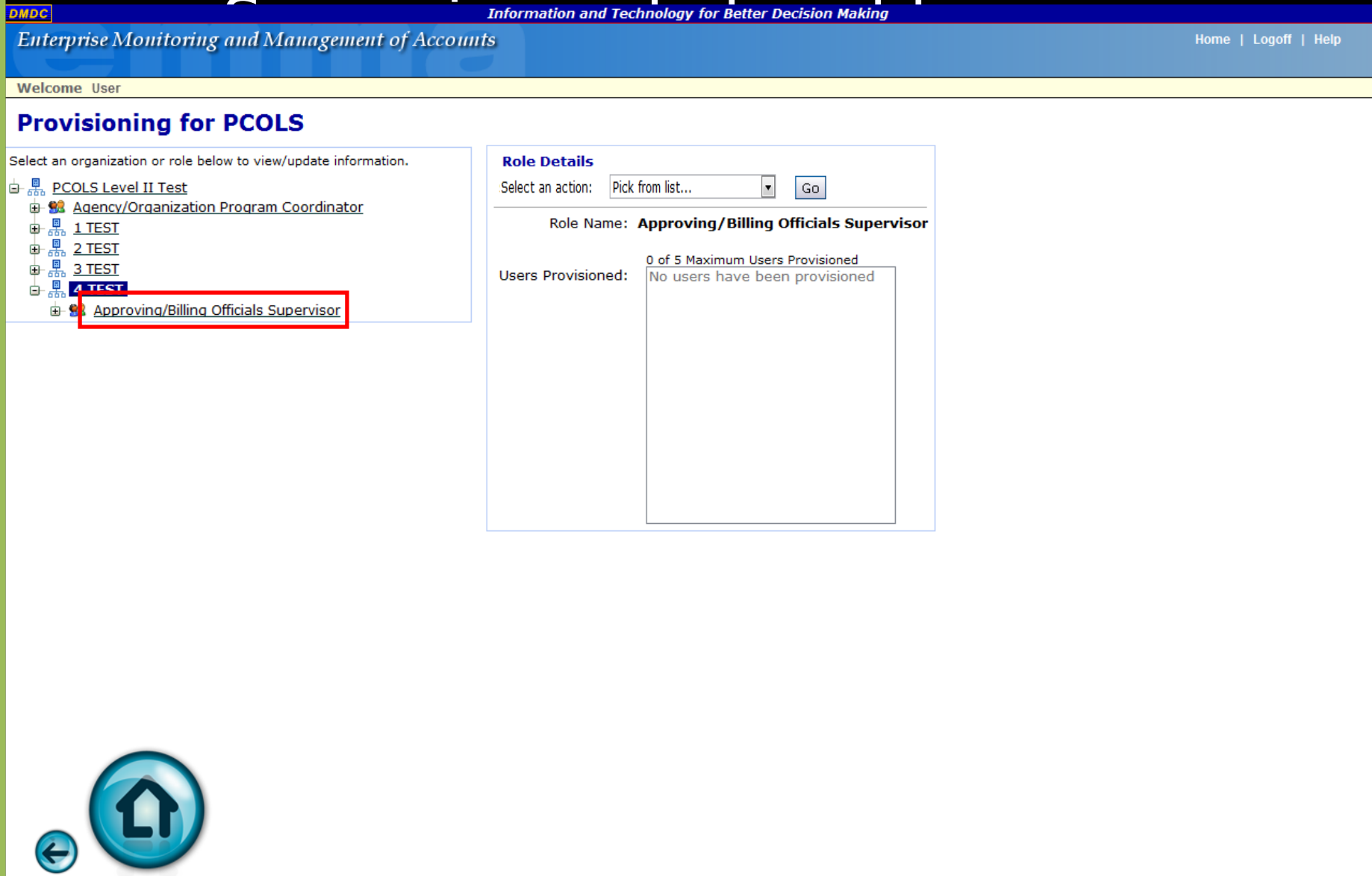


Approving/Billing Officials Supervisor role has been added. Click on the arrow to continue.

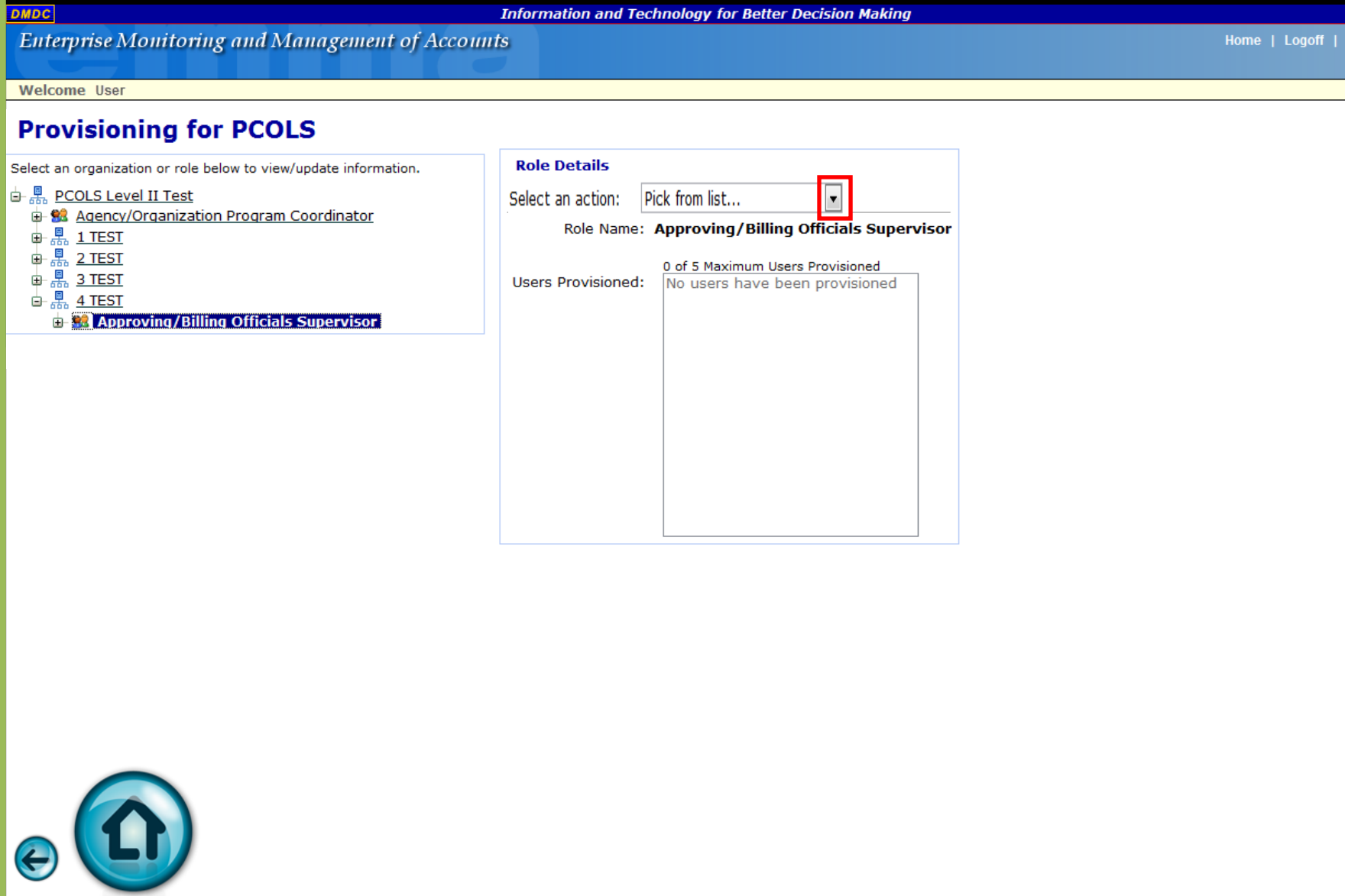


Adding a user to the A/BO Supervisor role.

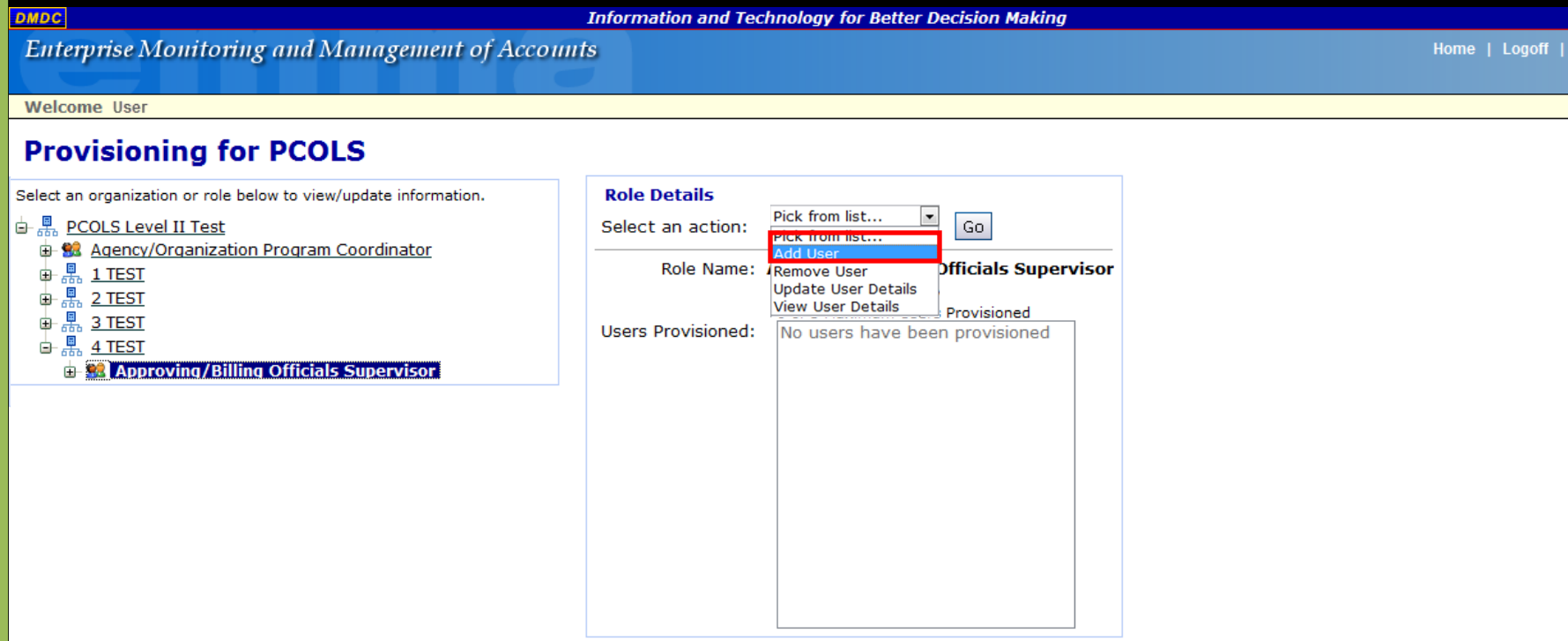
Click on the Approving/Billing Officials



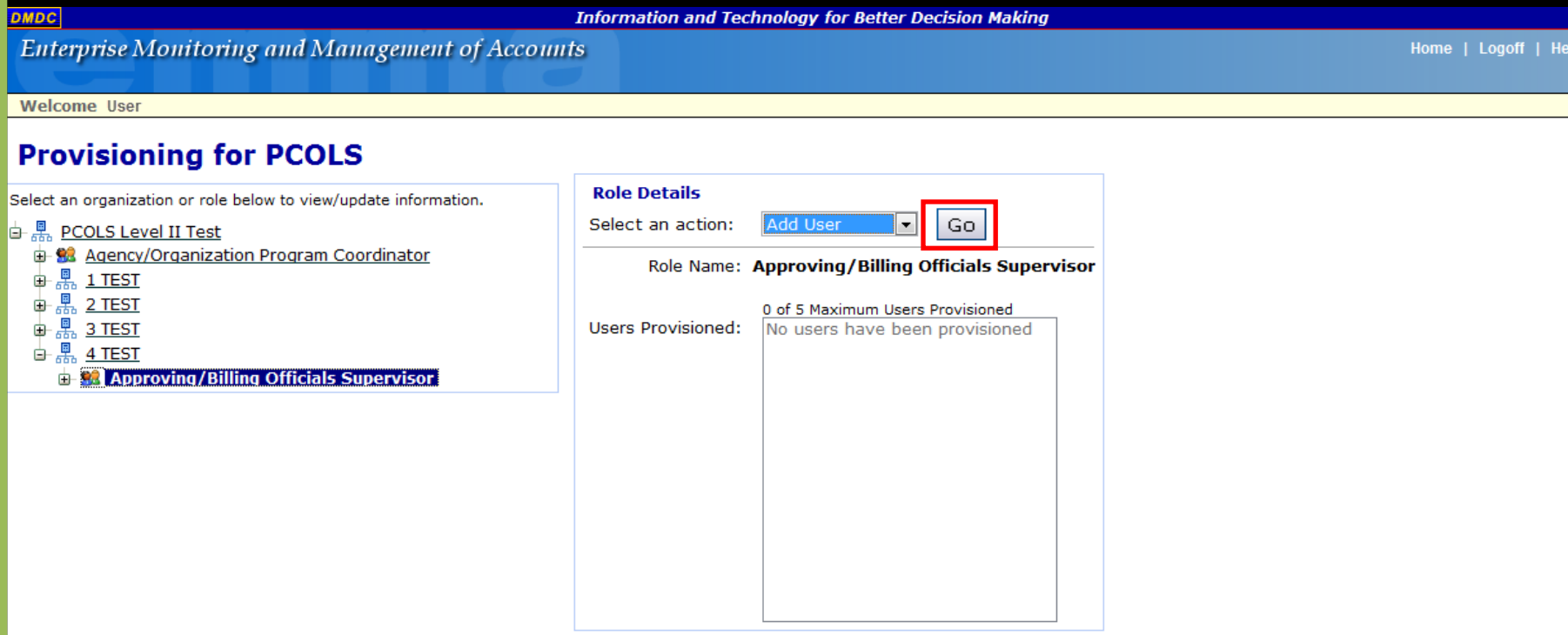
Click on the arrow from the drop-down menu to select an action from the list.



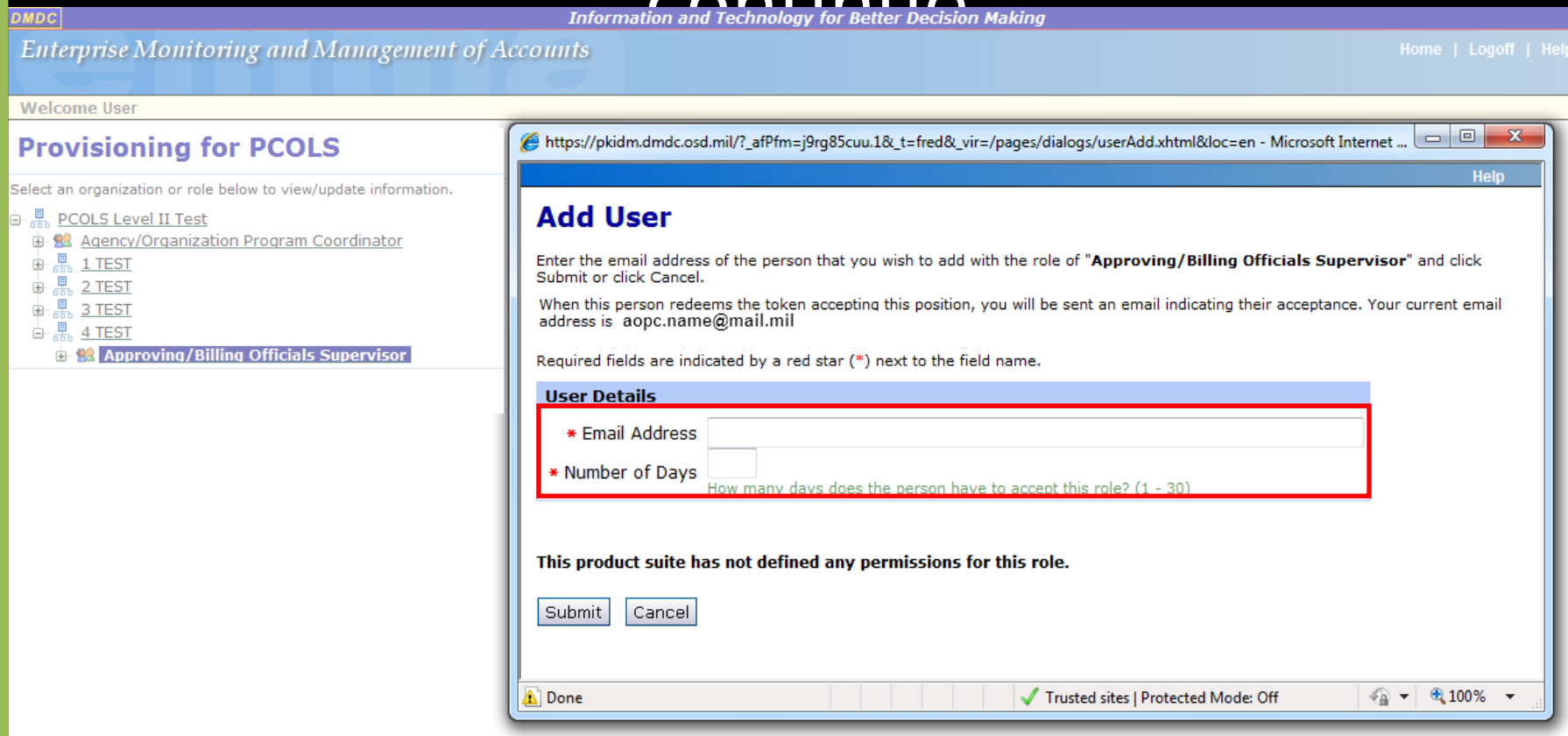
Click on the “Add User” action from the menu.



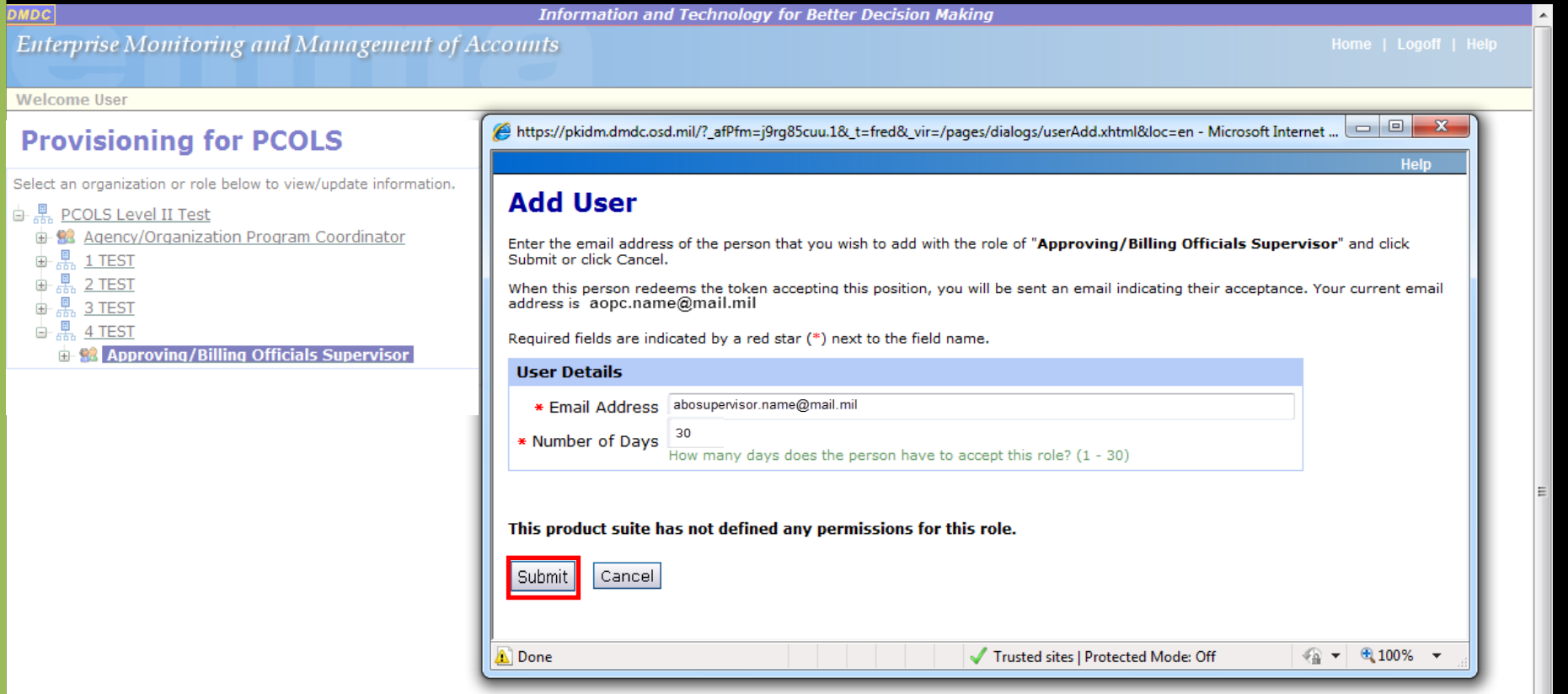
Click on the “Go” button to continue.



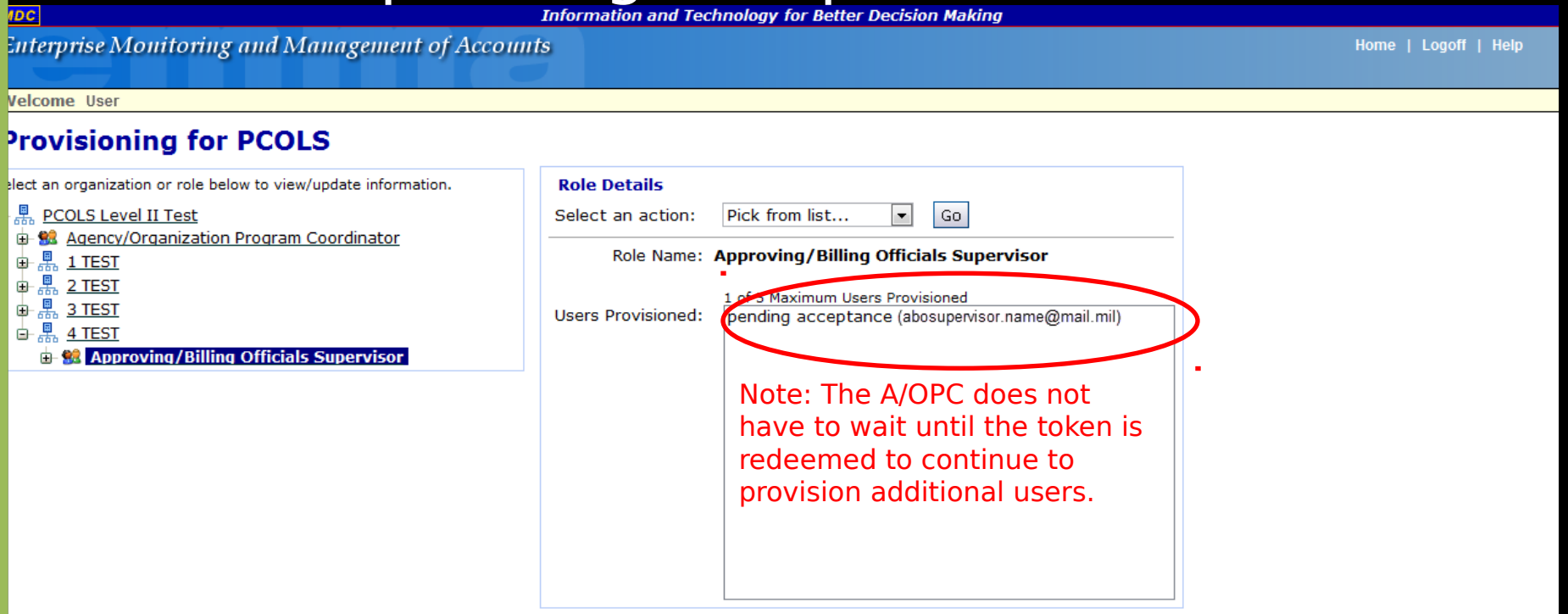
You are at the Add User screen. An email address and number of days to redeem the token are required. Click in the box to continue.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
https://pkidm.dmdc.osd.mil/?_afPfm=j9rg85cuu.1&_t=fred&_vir=/pages/dialogs/userAdd.xhtml&loc=en - Microsoft Internet ...
Help
Add User
Enter the email address of the person that you wish to add with the role of "Approving/Billing Officials Supervisor" and click Submit or click Cancel.
When this person redeems the token accepting this position, you will be sent an email indicating their acceptance. Your current email address is aopc.name@mail.mil
Required fields are indicated by a red star (*) next to the field name.
User Details
* Email Address
* Number of Days
How many days does the person have to accept this role? (1 - 30)
This product suite has not defined any permissions for this role.
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

An email address and number of days have been entered by the A/OPC. Click on the "Submit" button to continue.

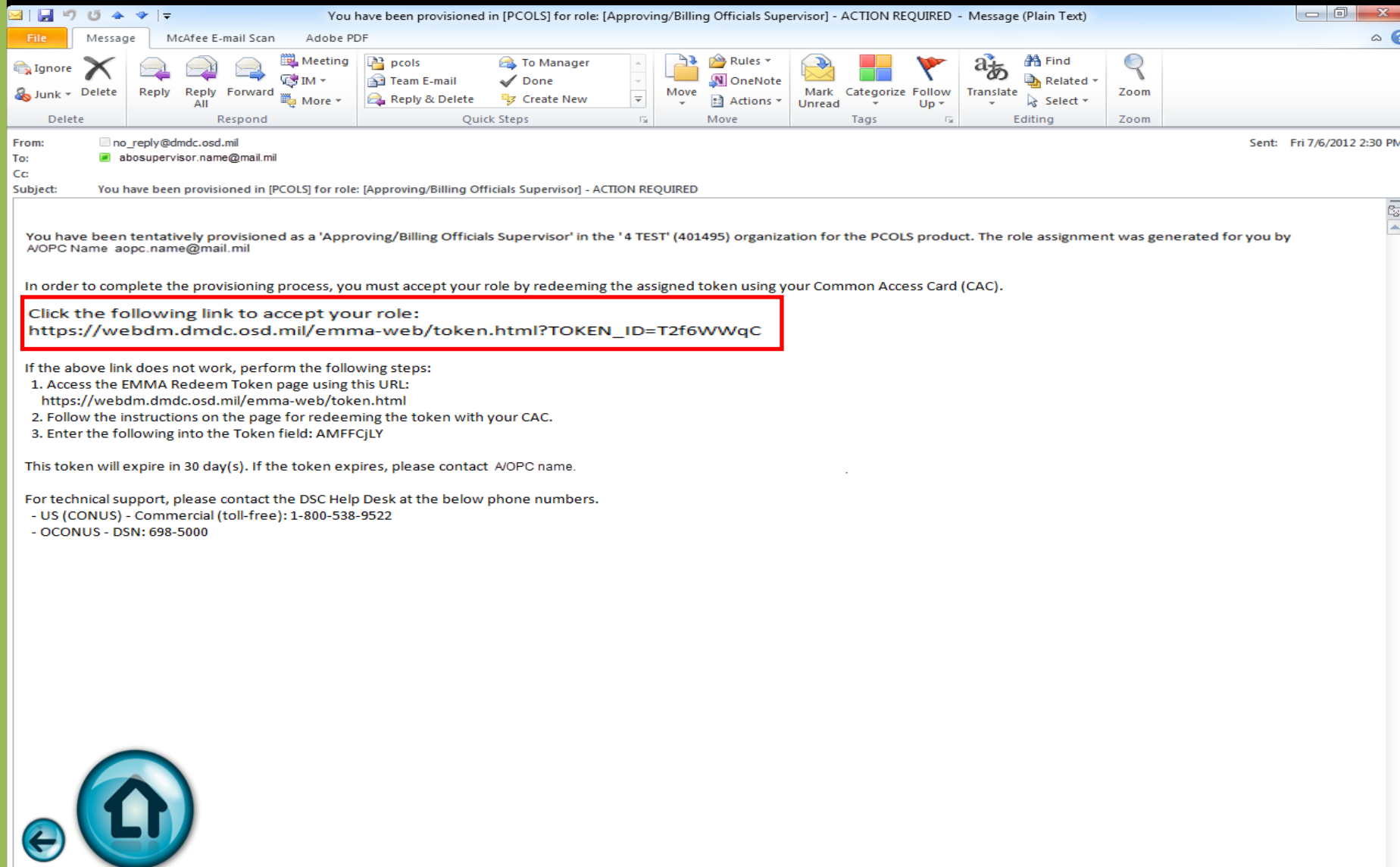

DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
https://pkidm.dmdc.osd.mil/?_afPfm=j9rg85cuu.1&_t=fred&_vir=/pages/dialogs/userAdd.xhtml&loc=en - Microsoft Internet ...
Help
Add User
Enter the email address of the person that you wish to add with the role of "Approving/Billing Officials Supervisor" and click Submit or click Cancel.
When this person redeems the token accepting this position, you will be sent an email indicating their acceptance. Your current email address is aopc.name@mail.mil
Required fields are indicated by a red star (*) next to the field name.
User Details
* Email Address
abosupervisor.name@mail.mil
* Number of Days
30
How many days does the person have to accept this role? (1 - 30)
This product suite has not defined any permissions for this role.
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

A token email has been sent to the A/BO Supervisor. The Users Provisioned section shows the status for this user as pending acceptance. Click on the


Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
lect an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Role Details
Select an action:
Pick from list...
Go
Role Name: Approving/Billing Officials Supervisor
1 of 5 Maximum Users Provisioned
Users Provisioned:
pending acceptance (abosupervisor.name@mail.mil)
Note: The A/OPC does not have to wait until the token is redeemed to continue to provision additional users.

Click on the email icon to view how the token is redeemed by the A/BO Supervisor.

The A/BO Supervisor will receive an email with a token link. Click on the link in the email to continue.



You have been provisioned in [PCOLS] for role: [Approving/Billing Officials Supervisor] - ACTION REQUIRED - Message (Plain Text)

File | Message | McAfee E-mail Scan | Adobe PDF

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | IM | More | pcols | Team E-mail | Reply & Delete | To Manager | Done | Create New | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

From: no_reply@dmdc.osd.mil
To: abosupervisor.name@mail.mil
Cc:
Subject: You have been provisioned in [PCOLS] for role: [Approving/Billing Officials Supervisor] - ACTION REQUIRED
Sent: Fri 7/6/2012 2:30 PM

You have been tentatively provisioned as a 'Approving/Billing Officials Supervisor' in the '4 TEST' (401495) organization for the PCOLS product. The role assignment was generated for you by A/OPC Name aopc.name@mail.mil

In order to complete the provisioning process, you must accept your role by redeeming the assigned token using your Common Access Card (CAC).

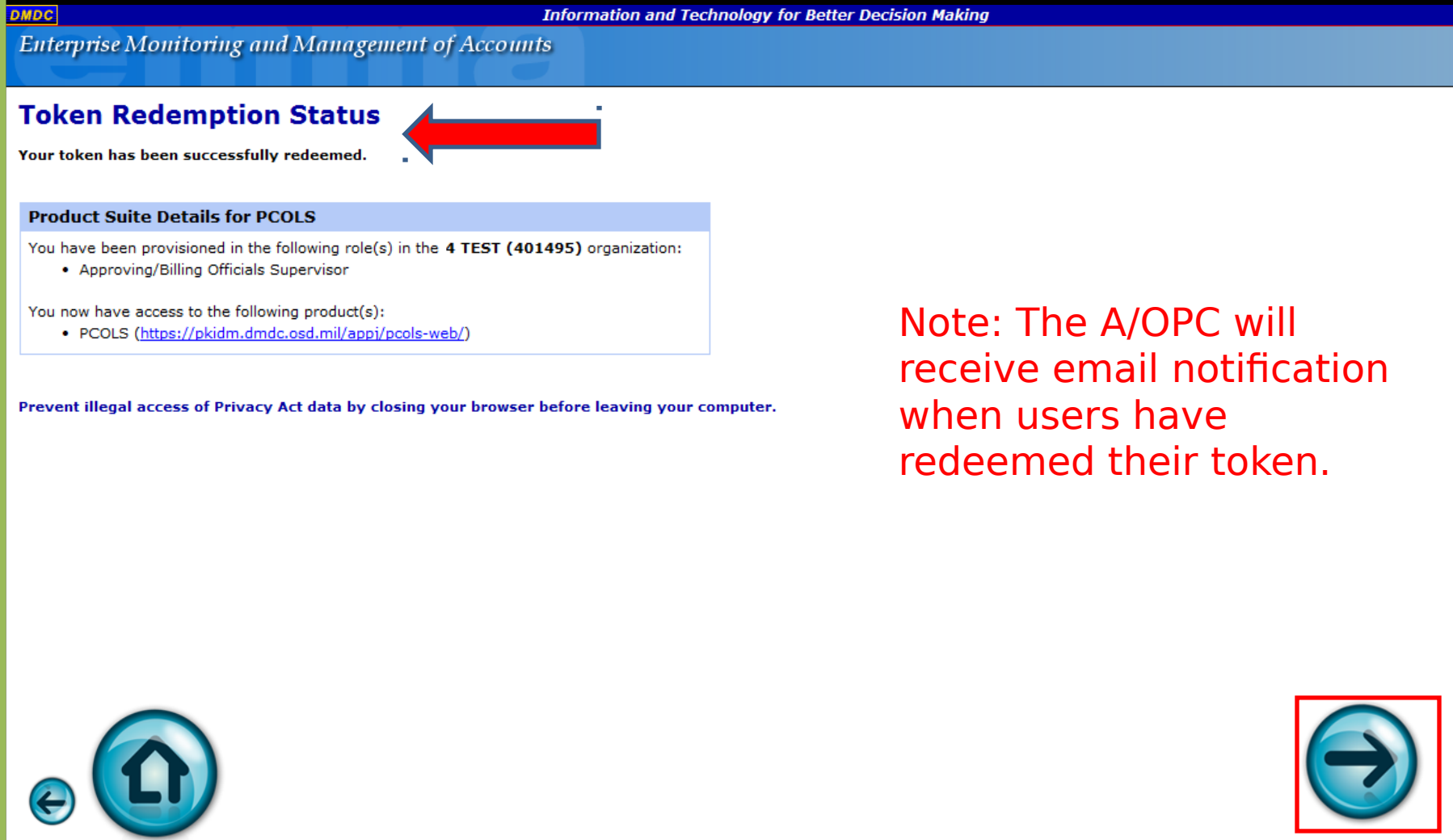
Click the following link to accept your role:
https://webdm.dmdc.osd.mil/emma-web/token.html?TOKEN_ID=T2f6WWqC

If the above link does not work, perform the following steps:
1. Access the EMMA Redeem Token page using this URL:
   https://webdm.dmdc.osd.mil/emma-web/token.html
2. Follow the instructions on the page for redeeming the token with your CAC.
3. Enter the following into the Token field: AMFFCjLY

This token will expire in 30 day(s). If the token expires, please contact A/OPC name.

For technical support, please contact the DSC Help Desk at the below phone numbers.
- US (CONUS) - Commercial (toll-free): 1-800-538-9522
- OCONUS - DSN: 698-5000

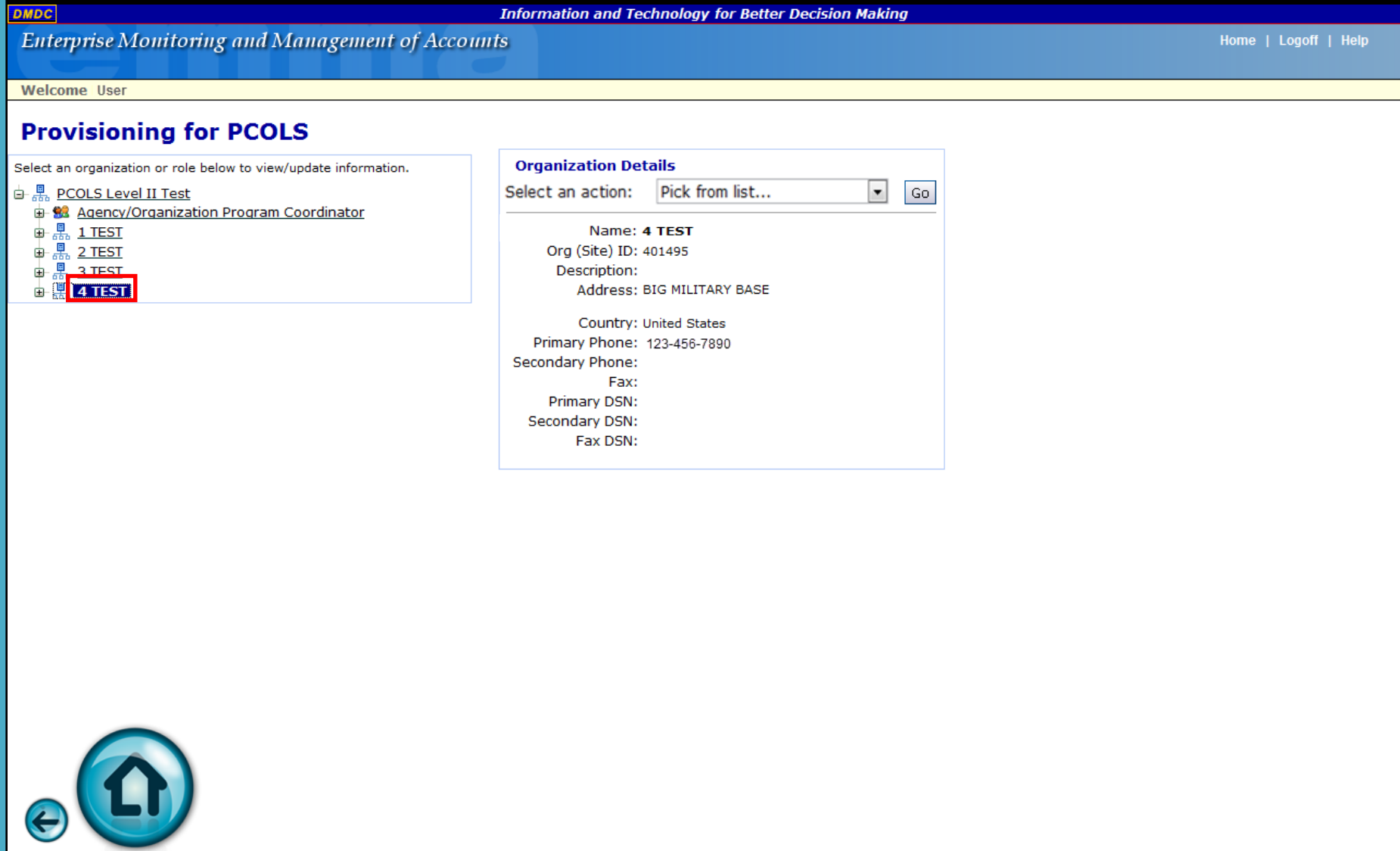
Screen shows token redemption status was successful for Approving/Billing Officials Supervisor.
Click on arrow to continue.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Token Redemption Status
Your token has been successfully redeemed.
Product Suite Details for PCOLS
You have been provisioned in the following role(s) in the 4 TEST (401495) organization:
Approving/Billing Officials Supervisor
You now have access to the following product(s):
PCOLS (https://pkidm.dmdc.osd.mil/appj/pcols-web/)
Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

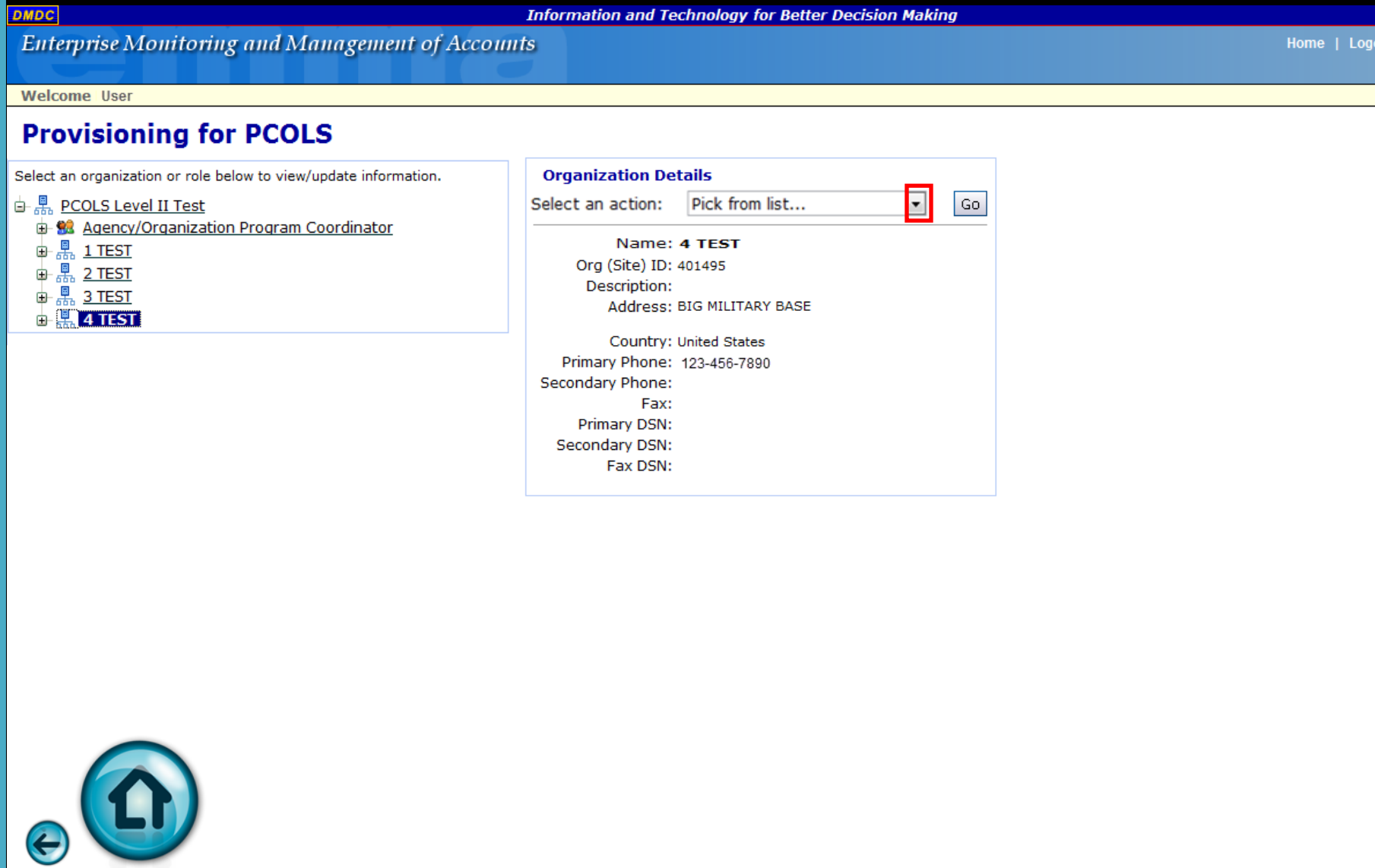
Note: The A/OPC will receive email notification when users have redeemed their token.

Action 3: Create an Approving/Billing Official Pool Role and add a user.

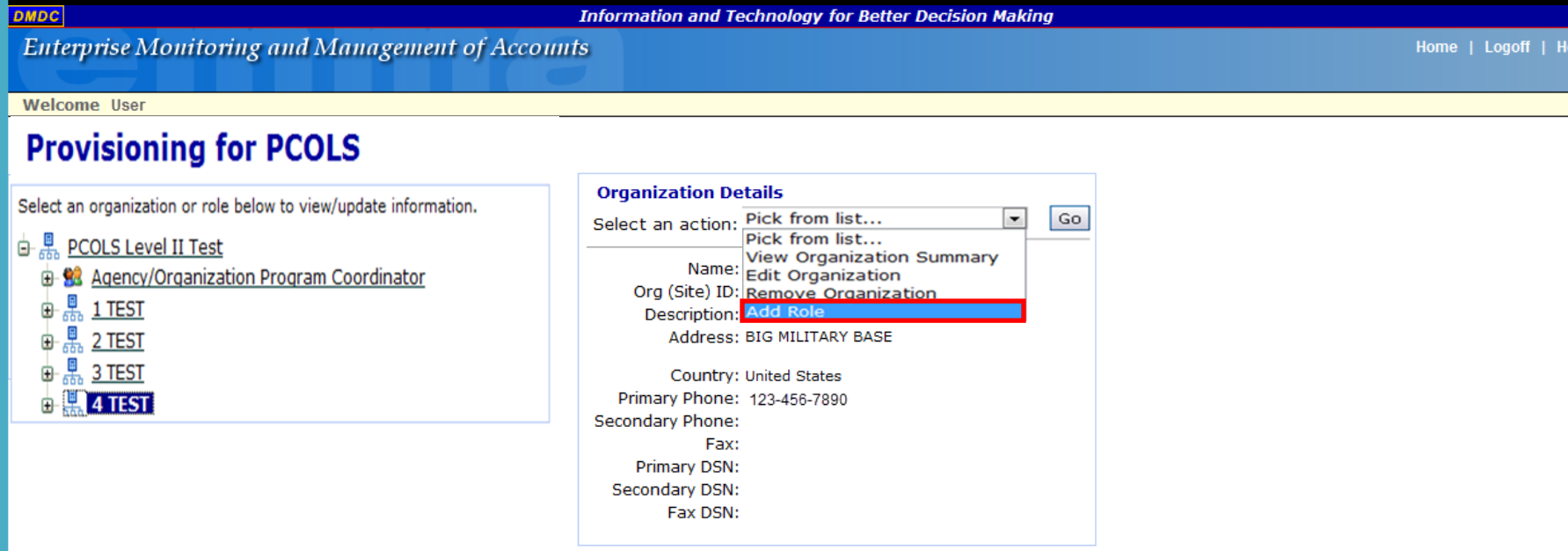
Select 4 Test organization to continue.



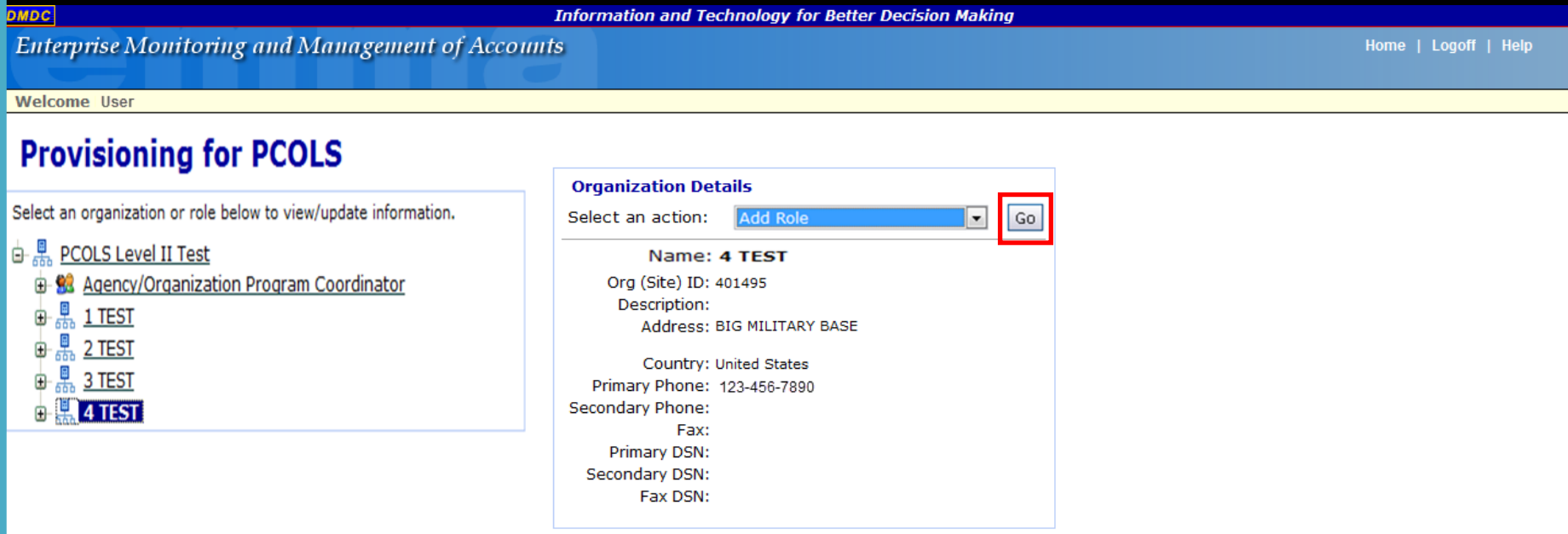
Click on the arrow in the drop-down menu to select an action from the list.



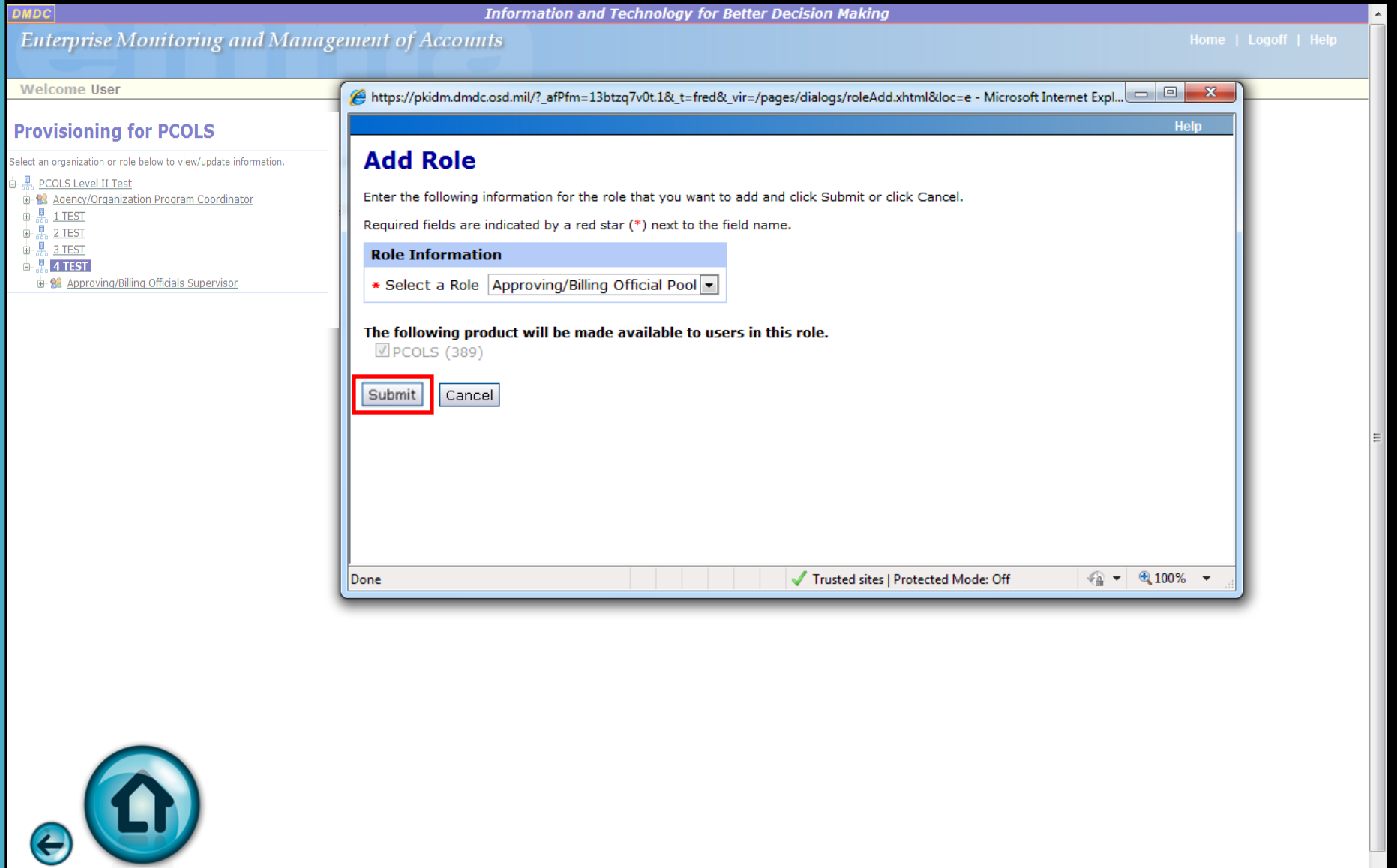
Click on the “Add Role” action from the menu.



Click on the “Go” button to continue.

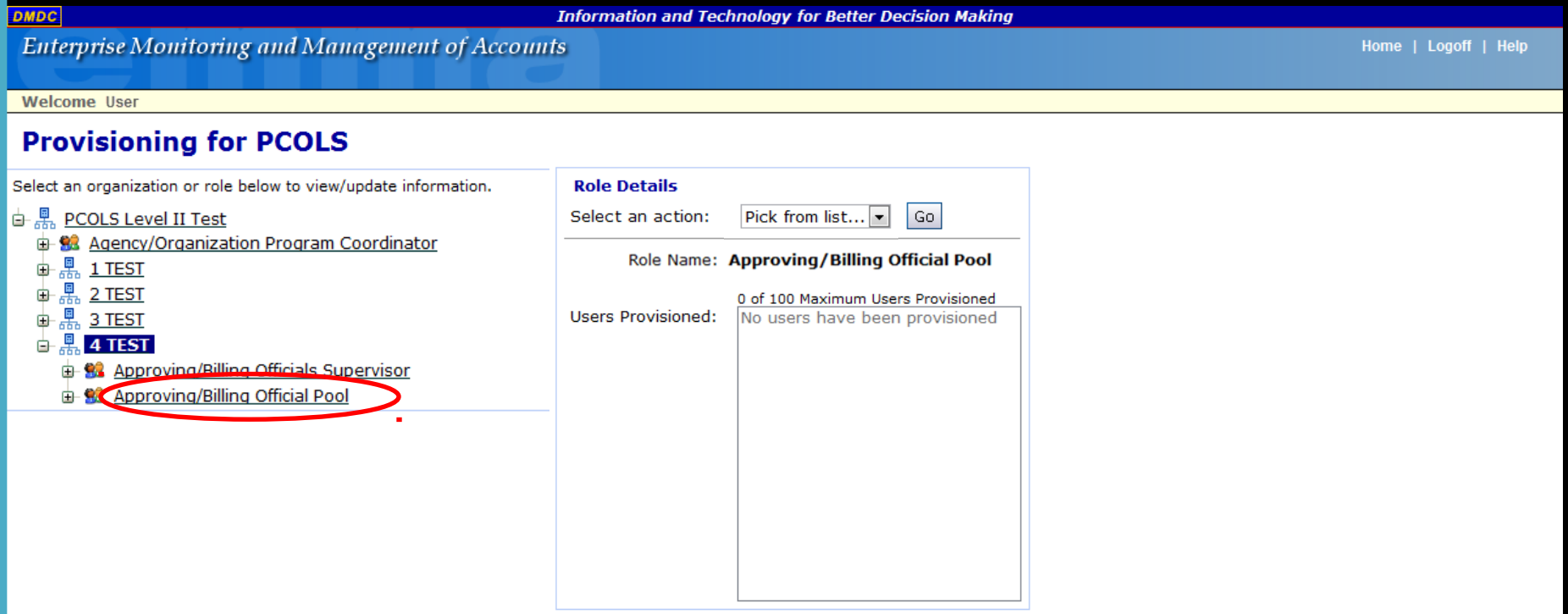


The Approving/Billing Official Pool is pre-populated. Click on “Submit” to continue.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
https://pkidm.dmdc.osd.mil/?_afPfm=13btzq7v0t.1&_t=fred&_vir=/pages/dialogs/roleAdd.xhtml&loc=e - Microsoft Internet Expl...
Help
Add Role
Enter the following information for the role that you want to add and click Submit or click Cancel.
Required fields are indicated by a red star (*) next to the field name.
Role Information
* Select a Role
Approving/Billing Official Pool
The following product will be made available to users in this role.
PCOLS (389)
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

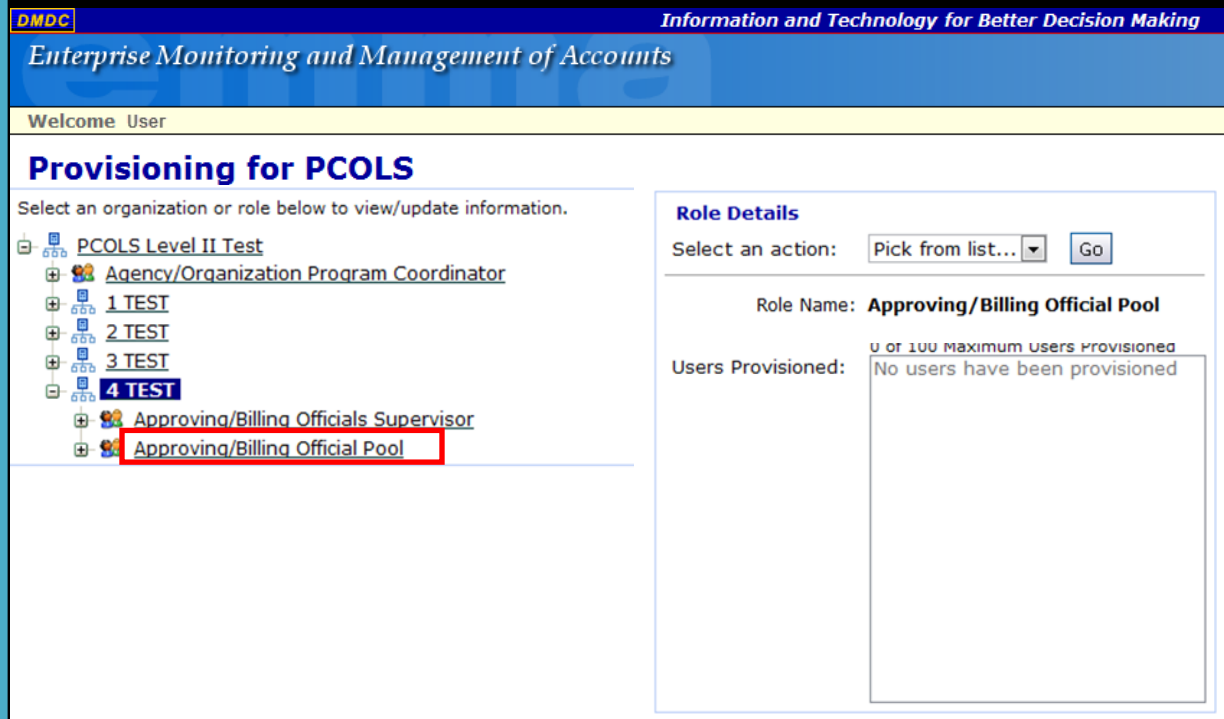
The Approving/Billing Official Pool role has been added.

Click on the arrow to continue.

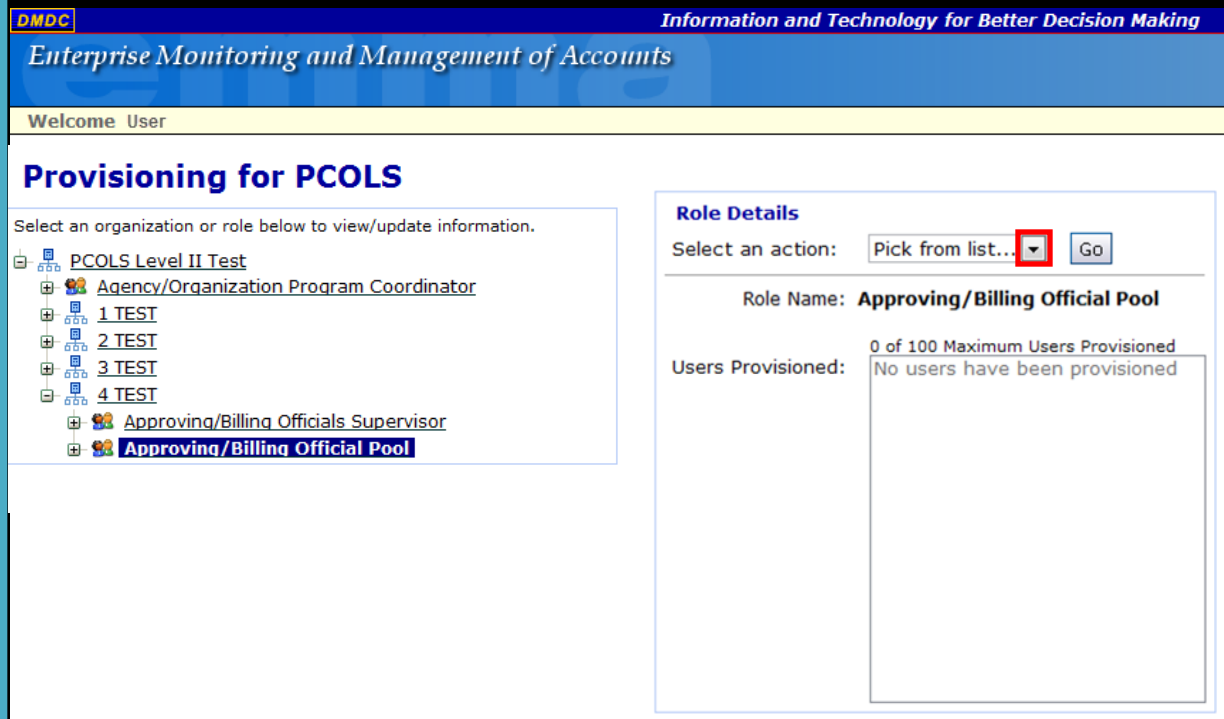


Adding a User to the A/BO Pool Role.

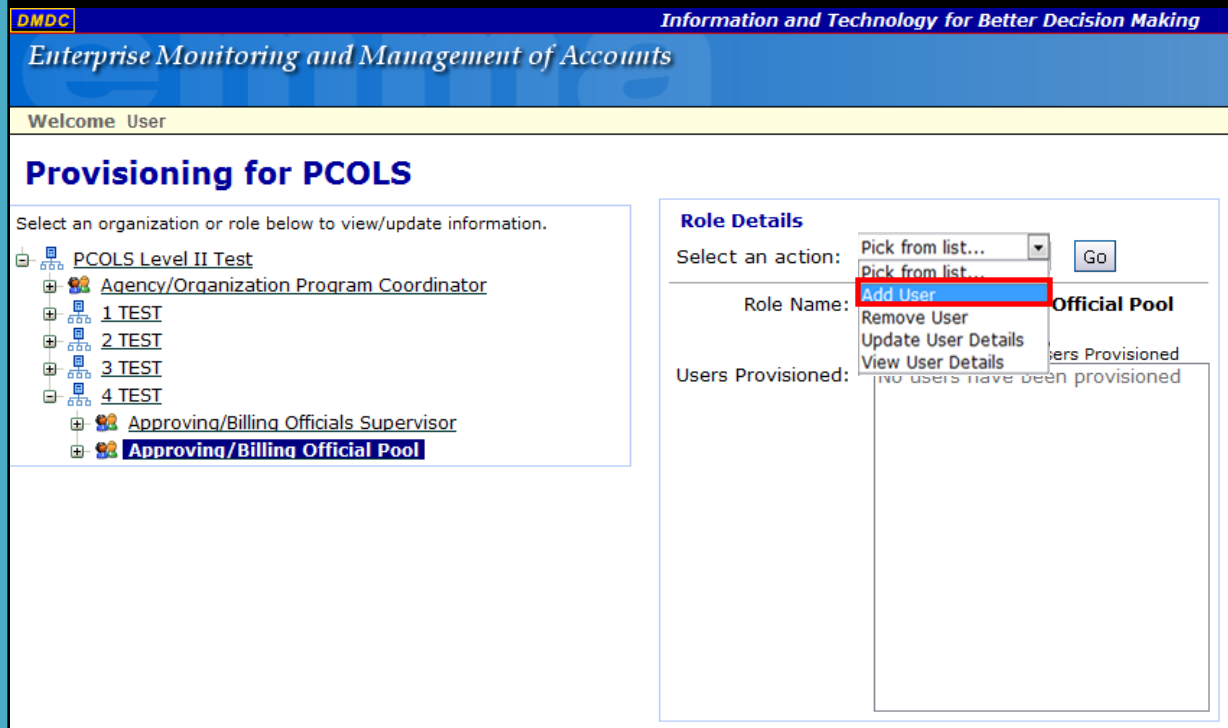
Click on the Approving/Billing Official Pool role to add a user.



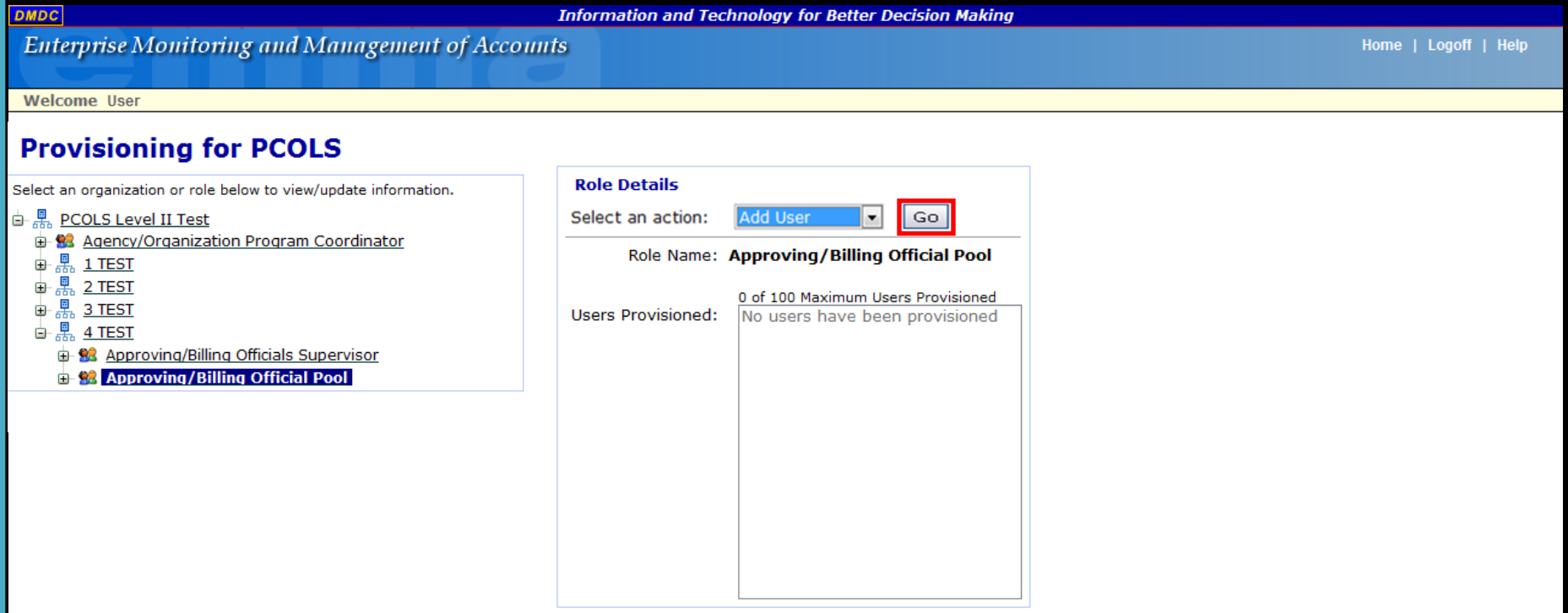
Click on the arrow in the drop-down menu to select an action from the list.



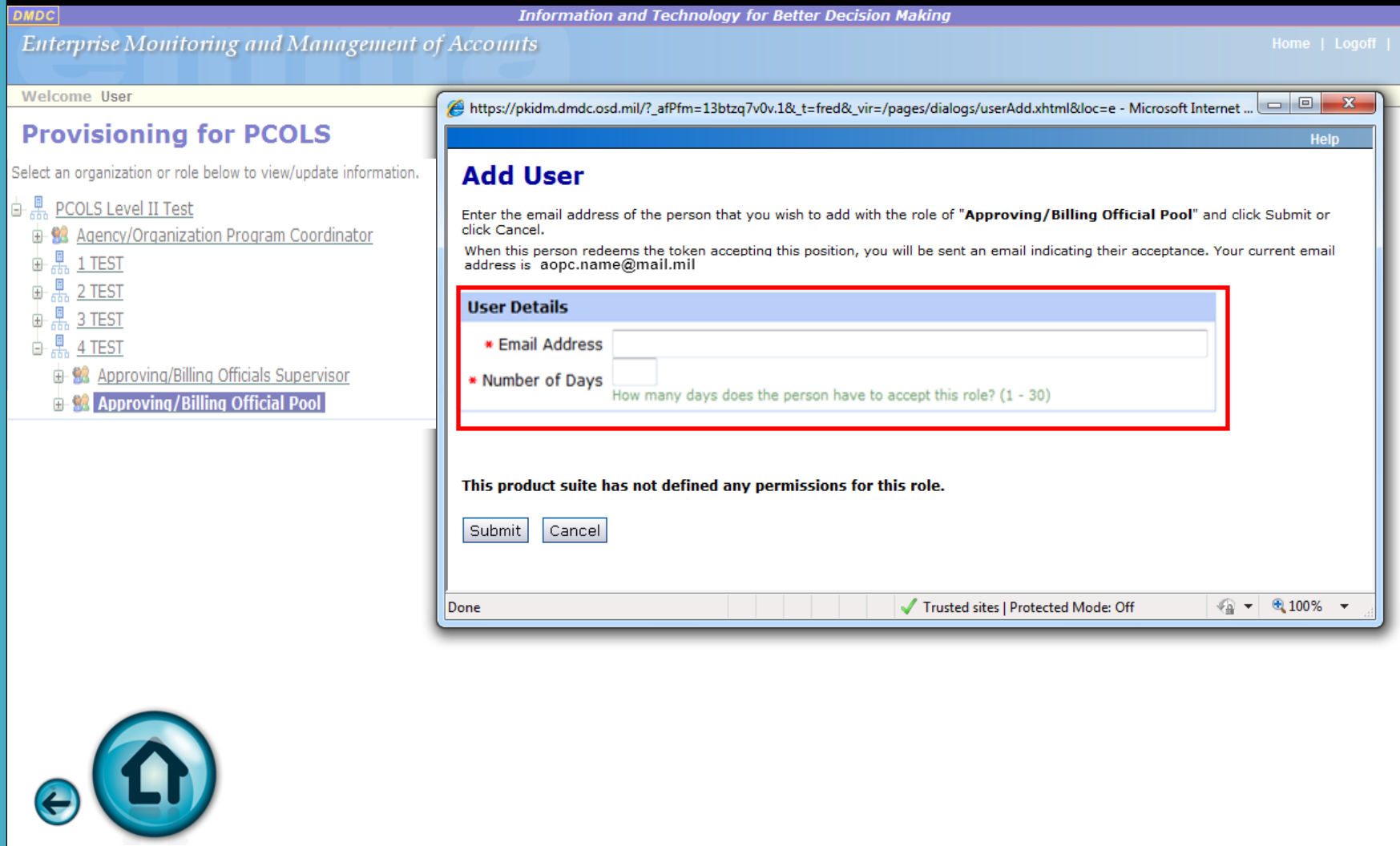
Click on the “Add User” action from the menu.



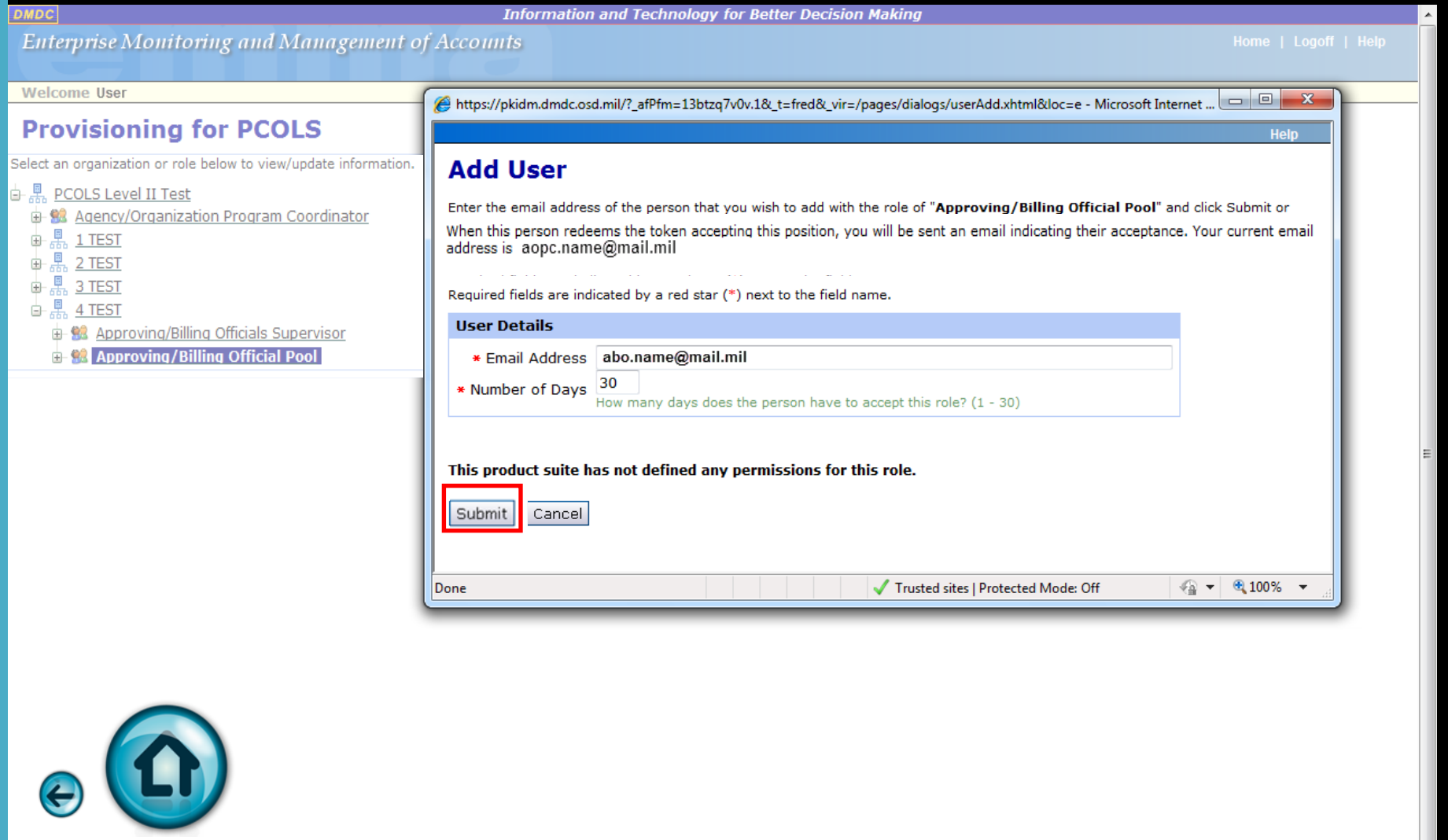
Click on the “Go” button to continue.



You are at the Add User screen. An email address and number of days to redeem the token are required. Click in the box to continue.

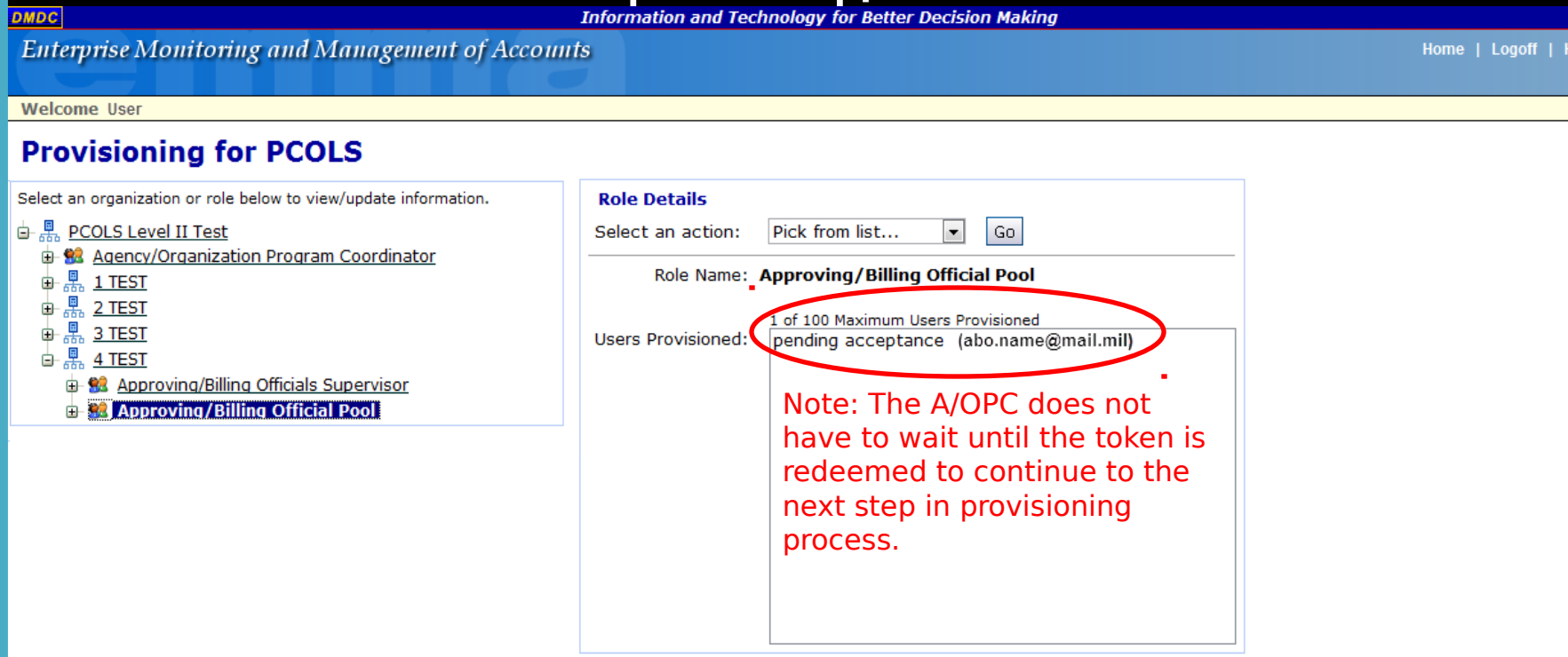

DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Approving/Billing Official Pool
https://pkidm.dmdc.osd.mil/?_afPfm=13btzq7v0v.1&_t=fred&_vir=/pages/dialogs/userAdd.xhtml&loc=e - Microsoft Internet ...
Help
Add User
Enter the email address of the person that you wish to add with the role of "Approving/Billing Official Pool" and click Submit or click Cancel.
When this person redeems the token accepting this position, you will be sent an email indicating their acceptance. Your current email address is aopc.name@mail.mil
User Details
* Email Address
* Number of Days
How many days does the person have to accept this role? (1 - 30)
This product suite has not defined any permissions for this role.
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

An email address and number of days have been entered by the A/OPC. Click on the "Submit" button to continue.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Approving/Billing Official Pool
https://pkidm.dmdc.osd.mil/?_afPfm=13btzq7v0v.1&_t=fred&_vir=/pages/dialogs/userAdd.xhtml&loc=e - Microsoft Internet ...
Help
Add User
Enter the email address of the person that you wish to add with the role of "Approving/Billing Official Pool" and click Submit or
When this person redeems the token accepting this position, you will be sent an email indicating their acceptance. Your current email address is aopc.name@mail.mil
Required fields are indicated by a red star (*) next to the field name.
User Details
* Email Address abo.name@mail.mil
* Number of Days 30
How many days does the person have to accept this role? (1 - 30)
This product suite has not defined any permissions for this role.
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

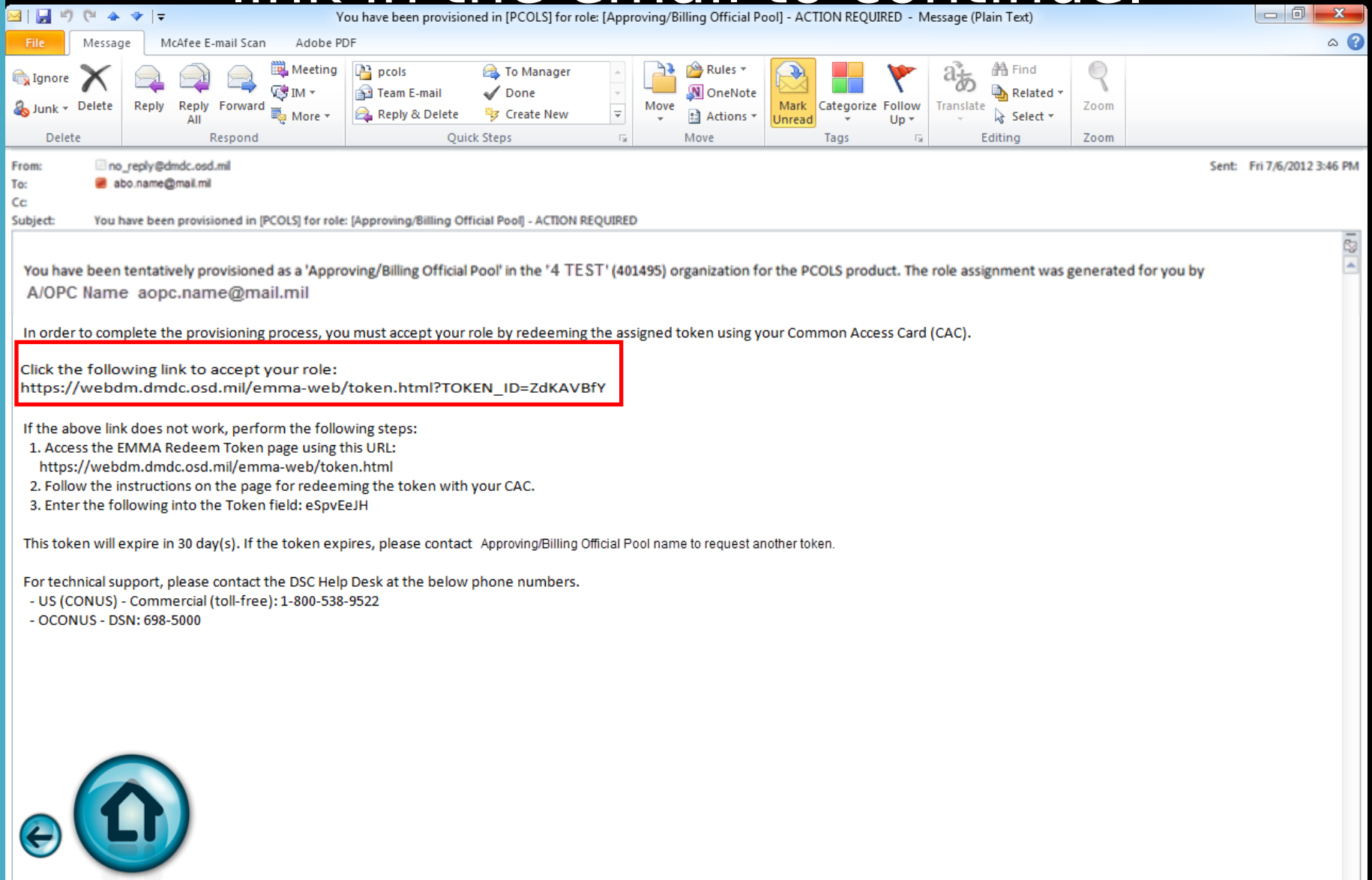
Action 3 is complete.

A token email has been sent to the Approving/Billing Official. The Users Provisioned section shows the status for this user as pending acceptance. Click on the arrow

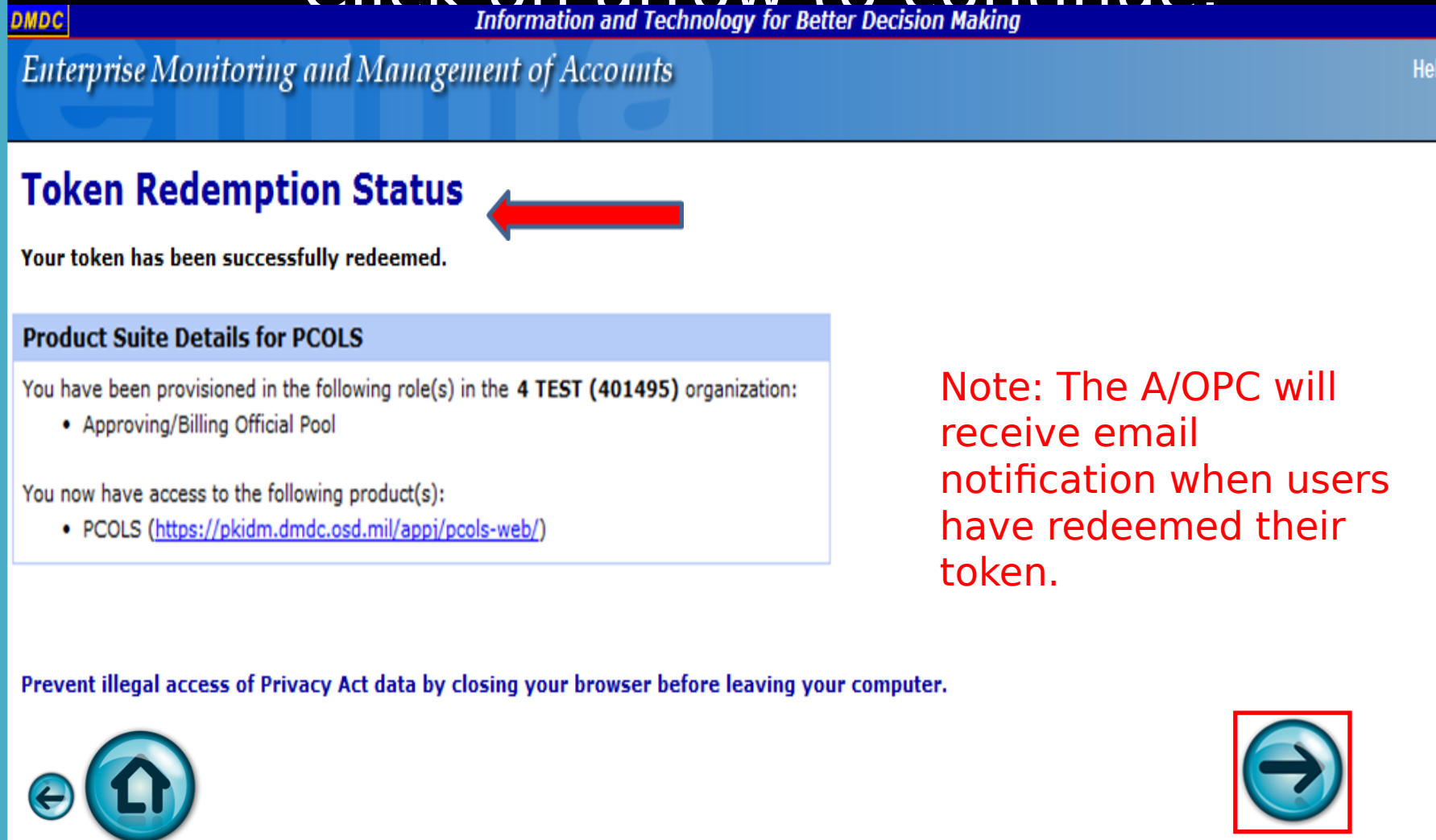

DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User
Provisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Approving/Billing Official Pool
Role Details
Select an action:
Pick from list...
Go
Role Name: Approving/Billing Official Pool
Users Provisioned:
1 of 100 Maximum Users Provisioned
pending acceptance (abo.name@mail.mil)
Note: The A/OPC does not have to wait until the token is redeemed to continue to the next step in provisioning process.

Click on the email icon to view how the token is redeemed by the Approving/Billing Official.

The Approving/Billing Official will receive an email with a token link. Click on the link in the email to continue.


You have been provisioned in [PCOLS] for role: [Approving/Billing Official Pool] - ACTION REQUIRED - Message (Plain Text)
File
Message
McAfee E-mail Scan
Adobe PDF
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
IM
More
Delete
Respond
pcols
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
Zoom
From: no_reply@dmdc.osd.mil
To: abo.name@mail.mil
Cc:
Subject: You have been provisioned in [PCOLS] for role: [Approving/Billing Official Pool] - ACTION REQUIRED
Sent: Fri 7/6/2012 3:46 PM
You have been tentatively provisioned as a 'Approving/Billing Official Pool' in the '4 TEST' (401495) organization for the PCOLS product. The role assignment was generated for you by
A/OPC Name aopc.name@mail.mil
In order to complete the provisioning process, you must accept your role by redeeming the assigned token using your Common Access Card (CAC).
Click the following link to accept your role:
https://webdm.dmdc.osd.mil/emma-web/token.html?TOKEN_ID=ZdKAVBfY
If the above link does not work, perform the following steps:
1. Access the EMMA Redeem Token page using this URL:
https://webdm.dmdc.osd.mil/emma-web/token.html
2. Follow the instructions on the page for redeeming the token with your CAC.
3. Enter the following into the Token field: eSpvEeJH
This token will expire in 30 day(s). If the token expires, please contact Approving/Billing Official Pool name to request another token.
For technical support, please contact the DSC Help Desk at the below phone numbers.
- US (CONUS) - Commercial (toll-free): 1-800-538-9522
- OCONUS - DSN: 698-5000

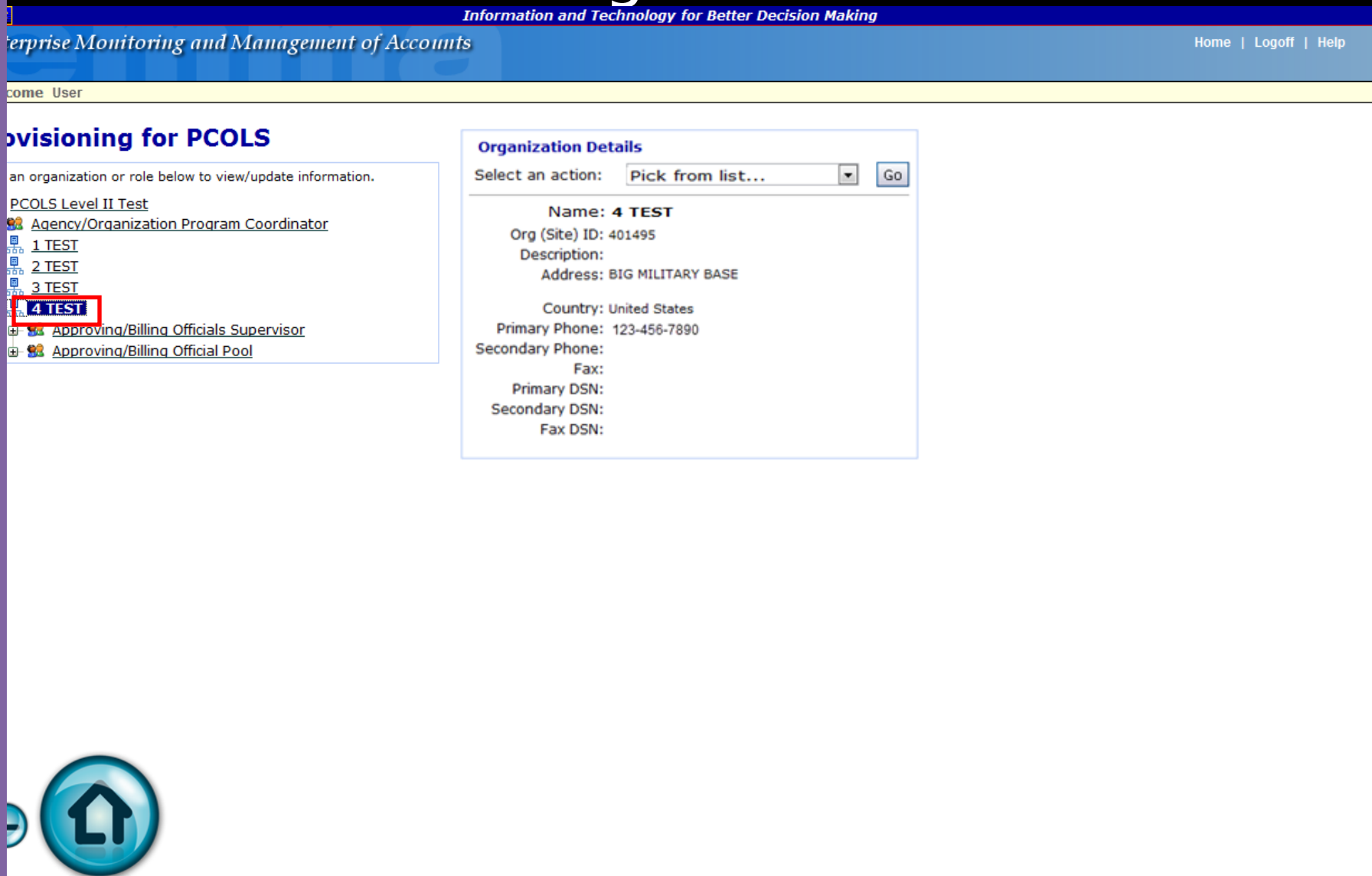
Screen shows token redemption status was successful for Approving/Billing Official.
Click on arrow to continue.


DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Token Redemption Status
Your token has been successfully redeemed.
Product Suite Details for PCOLS
You have been provisioned in the following role(s) in the 4 TEST (401495) organization:
• Approving/Billing Official Pool
You now have access to the following product(s):
• PCOLS (https://pkidm.dmdc.osd.mil/appj/pcols-web/)
Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

Note: The A/OPC will receive email notification when users have redeemed their token.

Action 4: Create a Cardholders Supervisor Role and add a user.

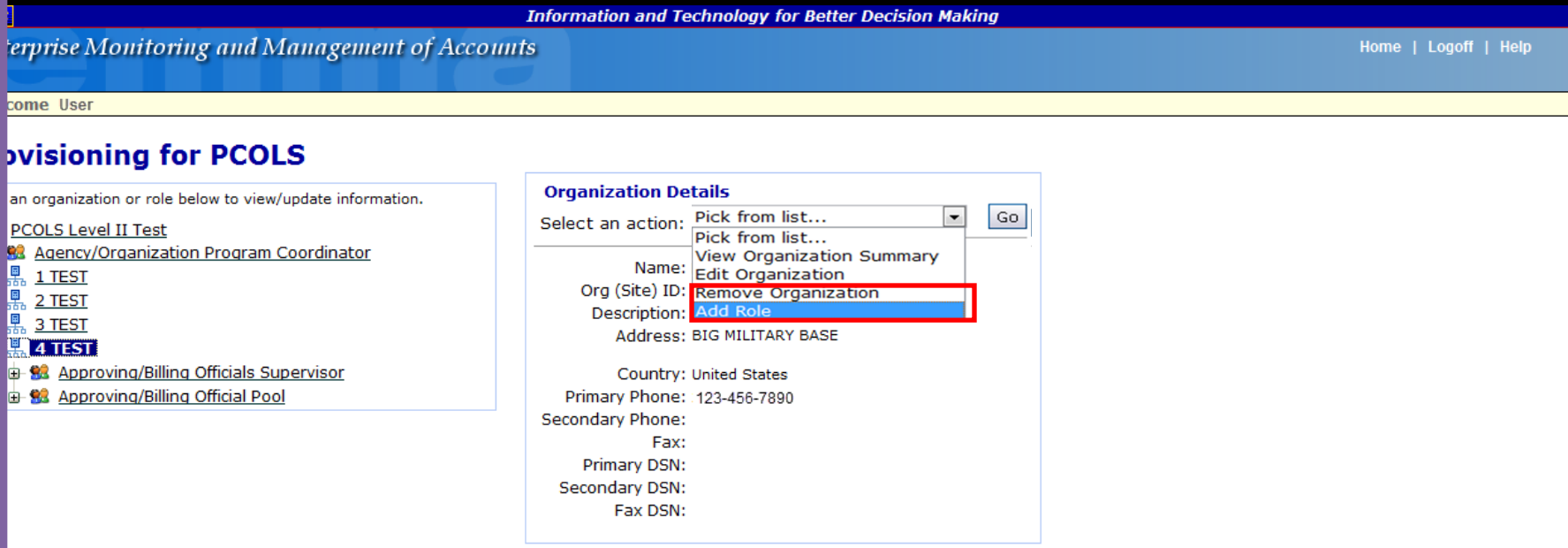
Click on the organization 4 TEST.



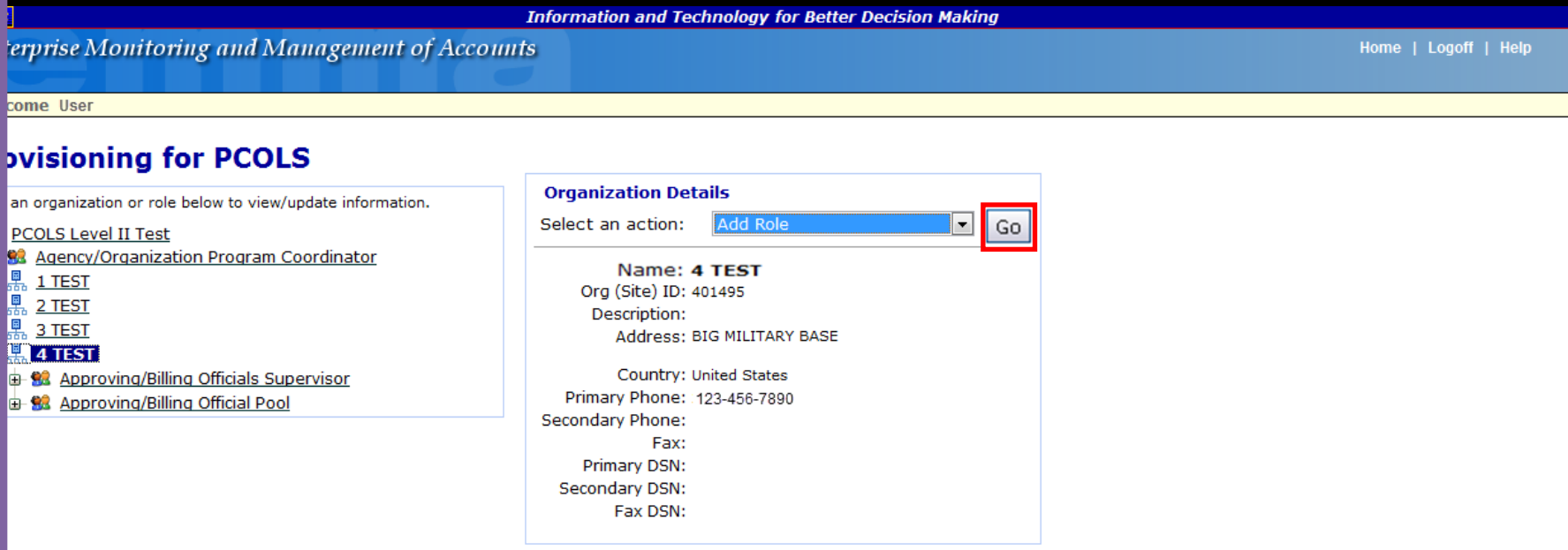
Click on the arrow in the drop-down menu to select an action from the list.

EMMA-Create a Cardholders Supervisor role and add a user

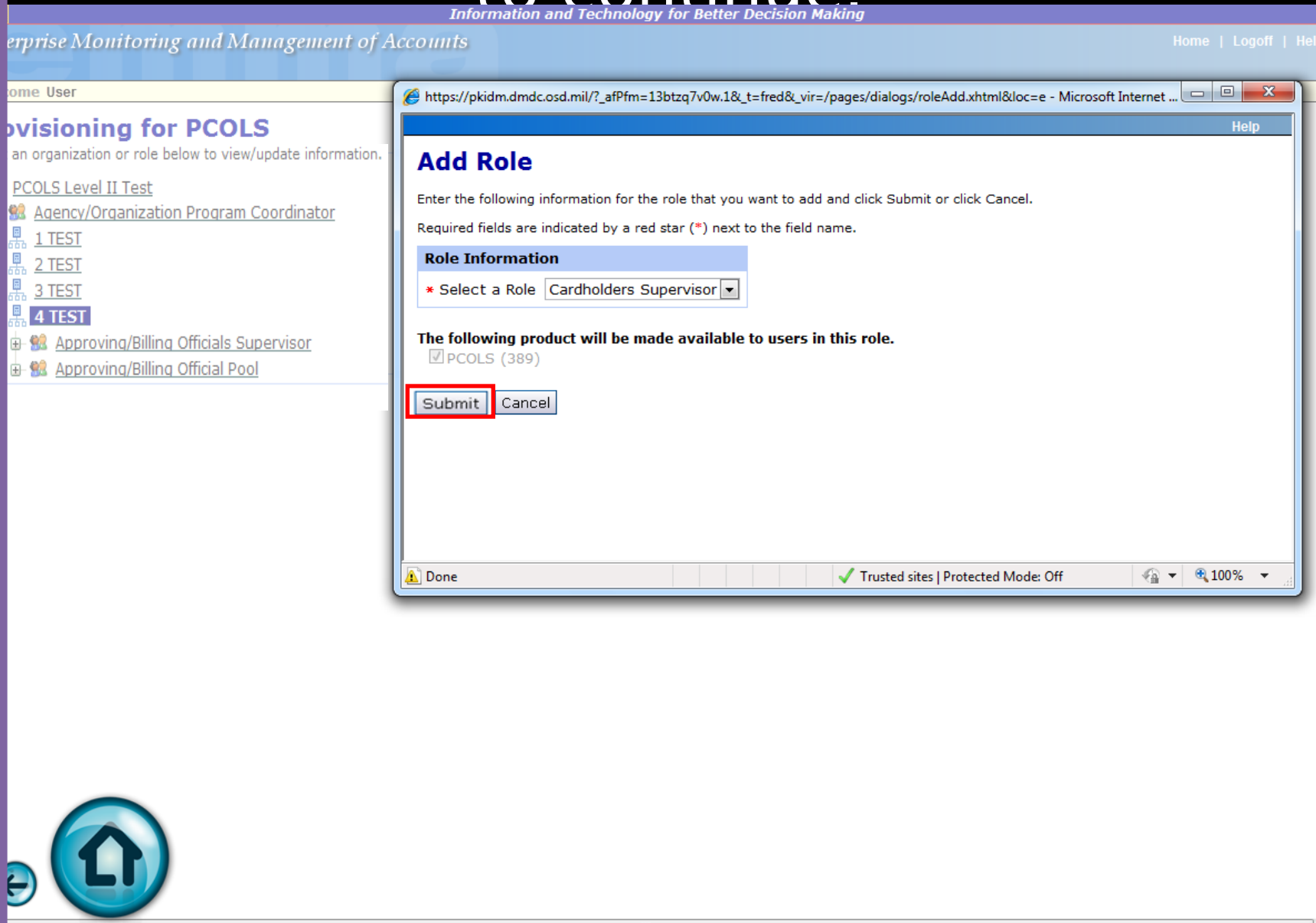
Click on the “Add Role” action from the menu.



Click on the “Go” button to continue.



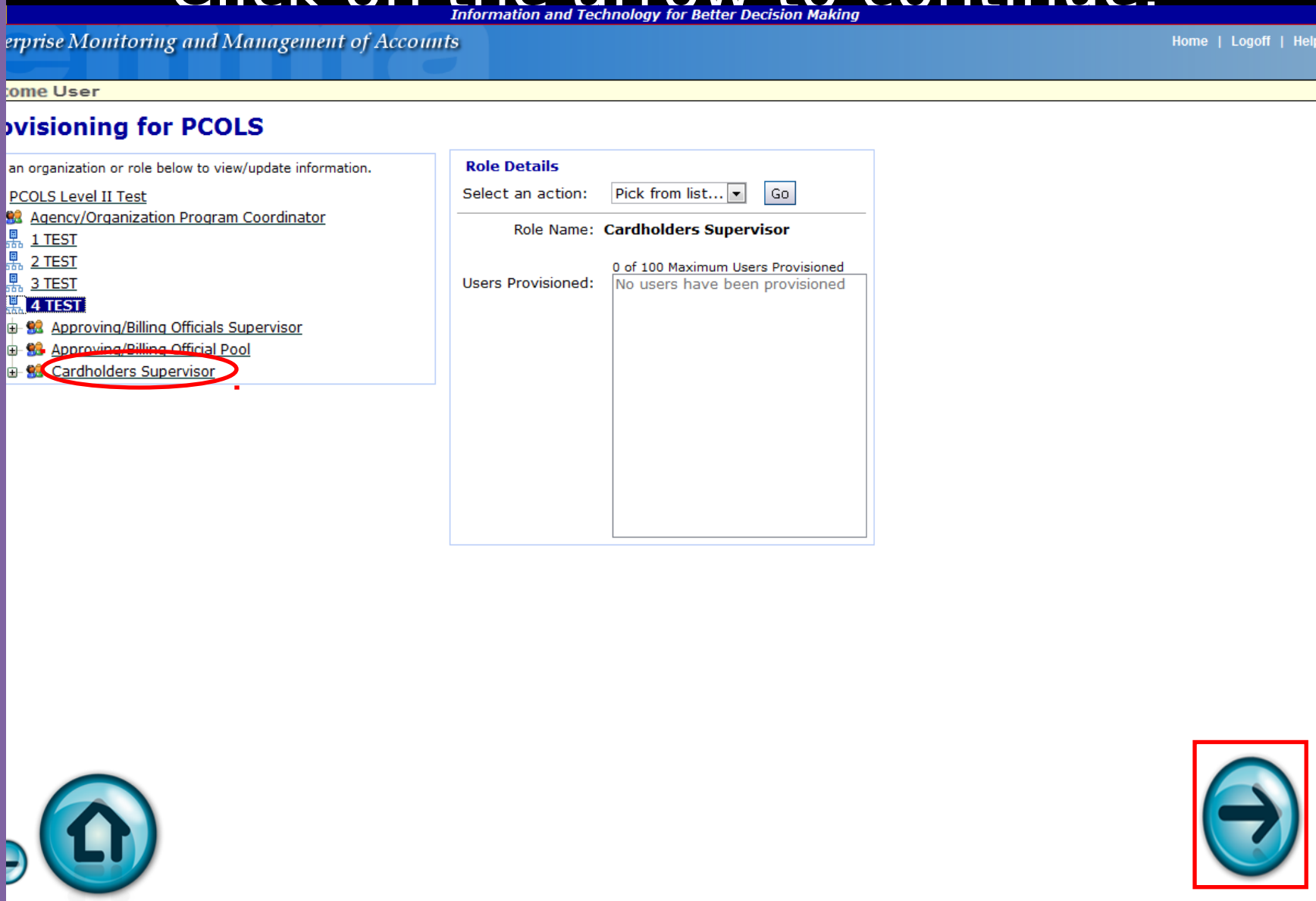
The Cardholders Supervisor role is pre-populated. Click the on “Submit” button to continue.


Information and Technology for Better Decision Making
erprise Monitoring and Management of Accounts
Home | Logoff | Help
ome User
ovisioning for PCOLS
an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Approving/Billing Official Pool
https://pkidm.dmdc.osd.mil/?_afPfm=13btzq7v0w.1&_t=fred&_vir=/pages/dialogs/roleAdd.xhtml&loc=e - Microsoft Internet ...
Help
Add Role
Enter the following information for the role that you want to add and click Submit or click Cancel.
Required fields are indicated by a red star (*) next to the field name.
Role Information
* Select a Role
Cardholders Supervisor
The following product will be made available to users in this role.
PCOLS (389)
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

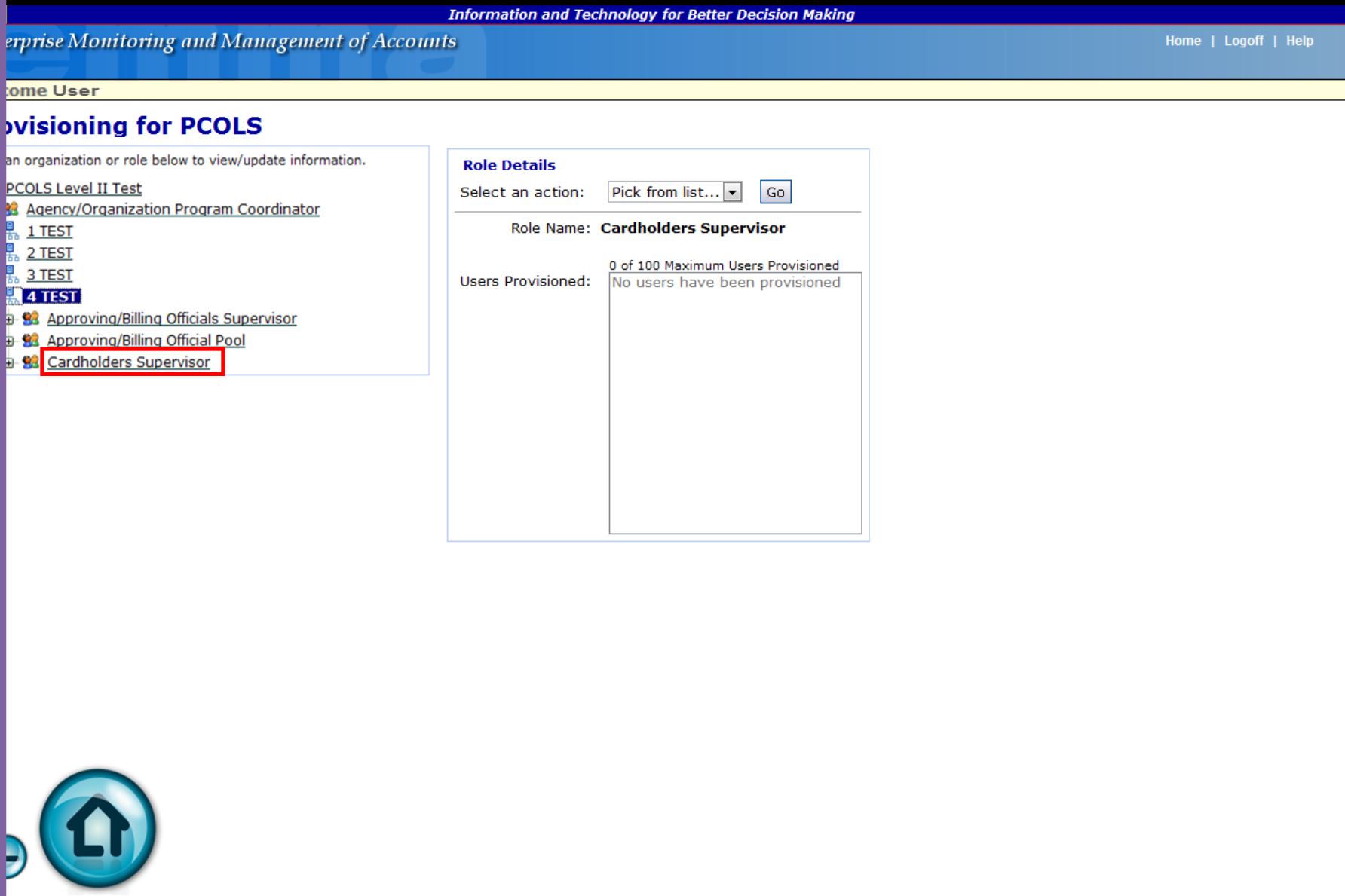
EMMA-Create a Cardholders Supervisor role and add a user

The Cardholders Supervisor role has been added.

Click on the arrow to continue.

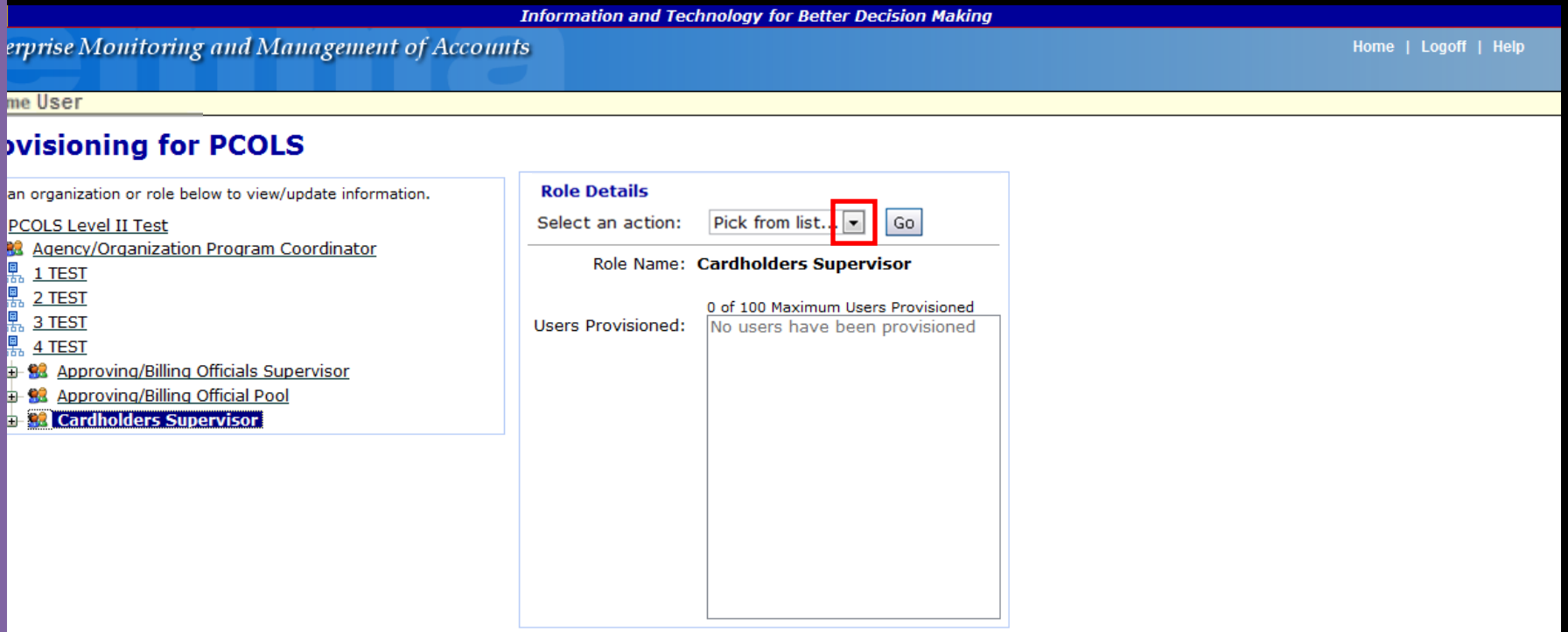


Click on “Cardholders Supervisor” to add a user.

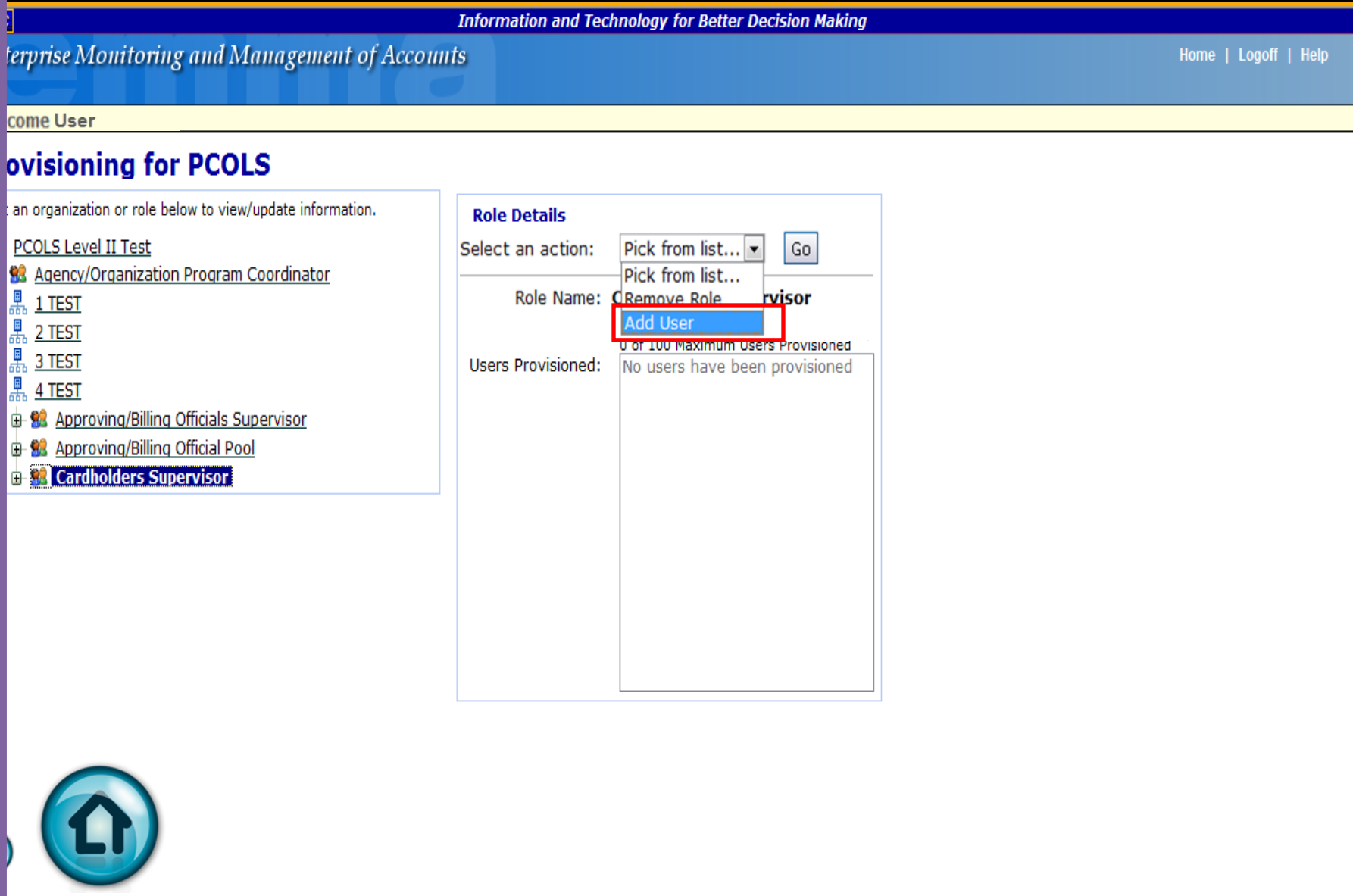


EMMA-Create a Cardholders Supervisor role and add a user

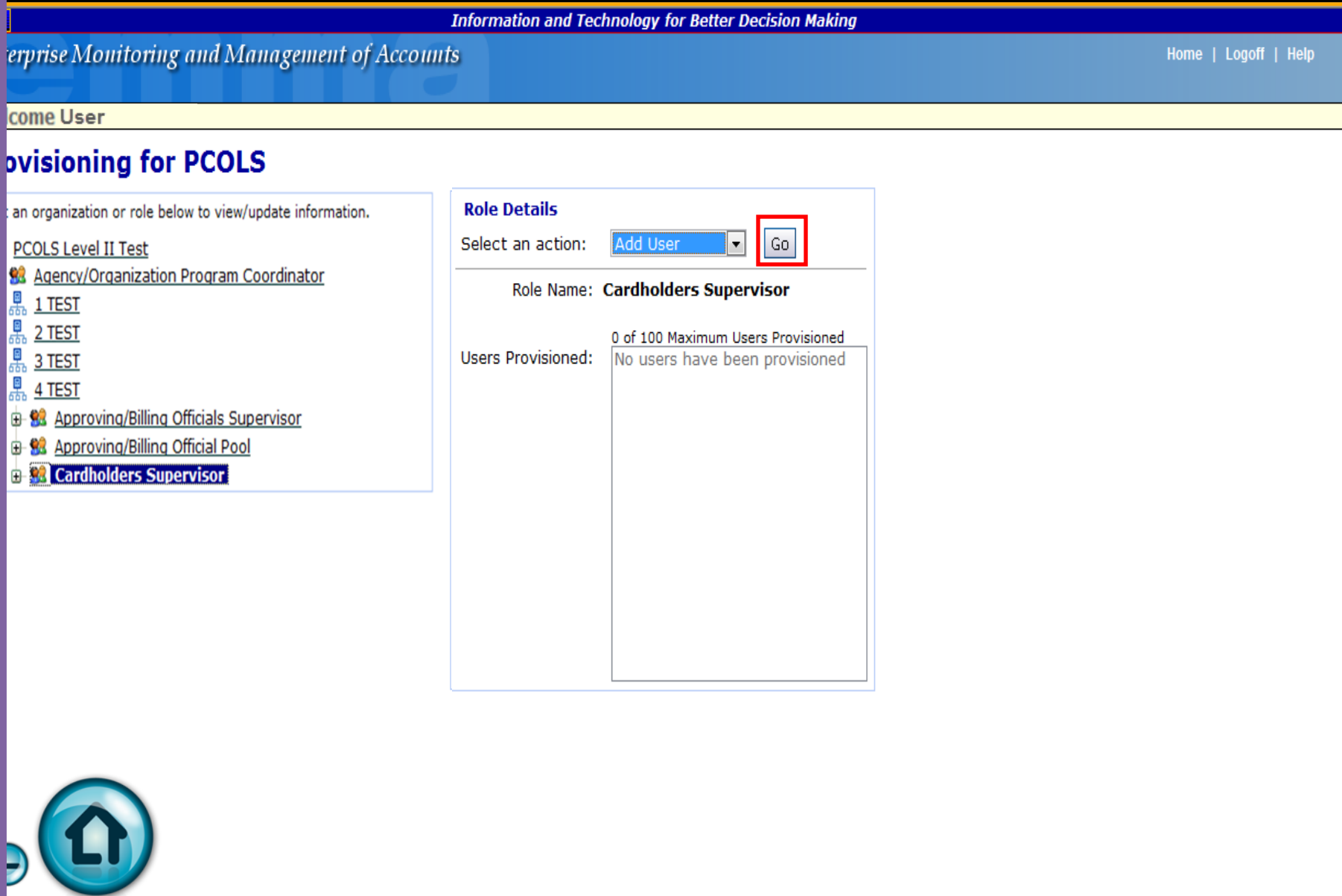
Click on the arrow in the drop-down menu to select an action from the list.



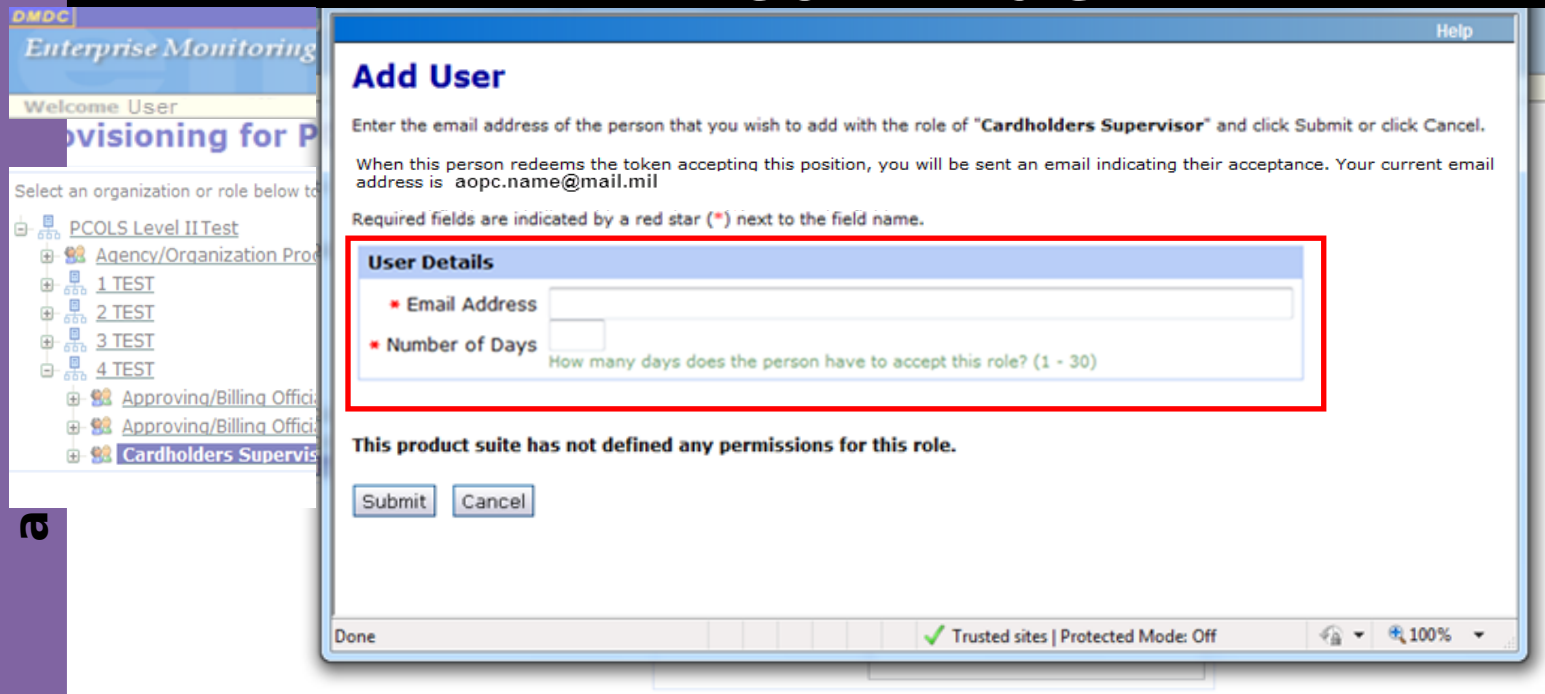
Click on the “Add User” action from the menu.



Click on the “Go” button to continue.

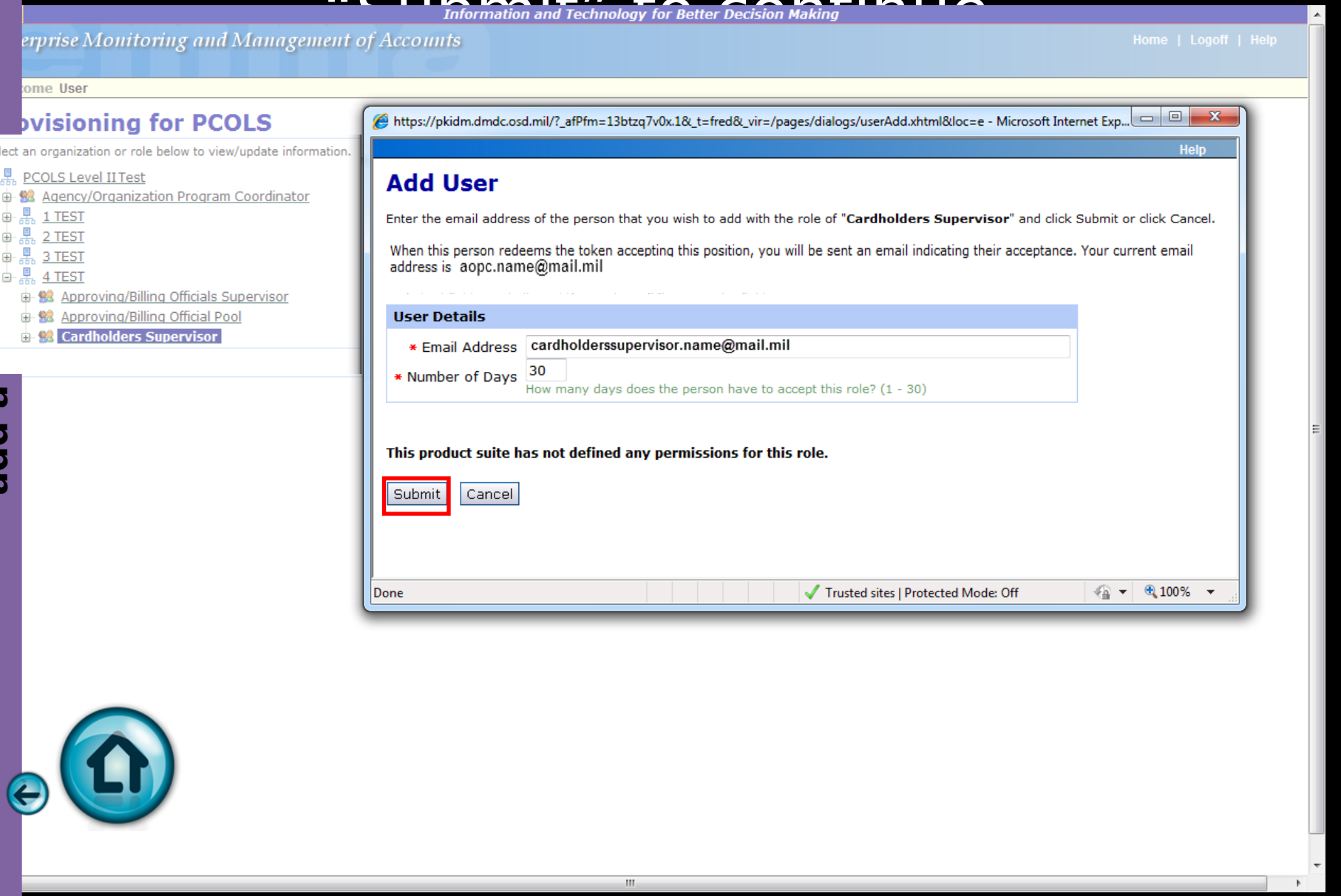


ou are at the Add user screen. An email address and number of days to redeem the token are required. Click in the box to continue.


DMDC
Enterprise Monitoring
Welcome User
ovisioning for P
Select an organization or role below to
PCOLS Level II Test
Agency/Organization Proc
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Offici
Approving/Billing Offici
Cardholders Supervis
Home | Logoff | Help
Help
Add User
Enter the email address of the person that you wish to add with the role of "Cardholders Supervisor" and click Submit or click Cancel.
When this person redeems the token accepting this position, you will be sent an email indicating their acceptance. Your current email address is aopc.name@mail.mil
Required fields are indicated by a red star (*) next to the field name.
User Details
* Email Address
* Number of Days
How many days does the person have to accept this role? (1 - 30)
This product suite has not defined any permissions for this role.
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

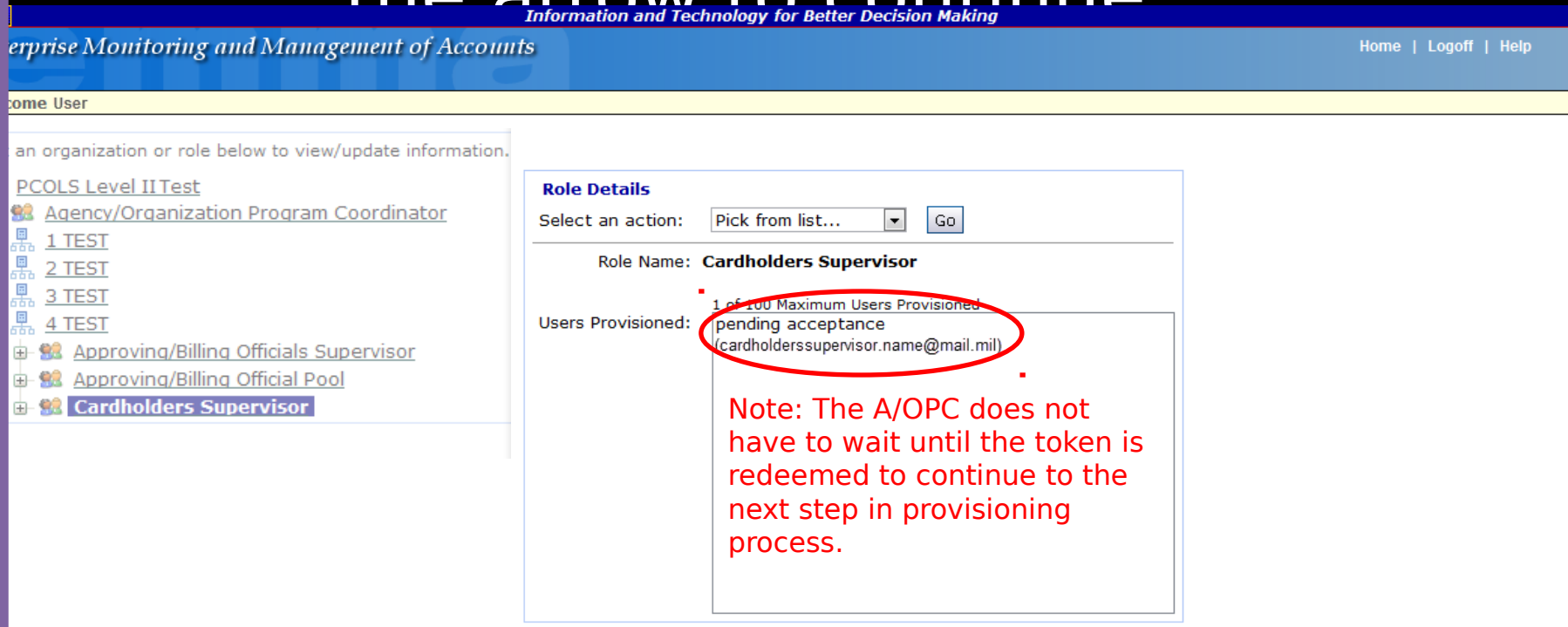
EMMA-Create a Cardholders Supervisor role and add a

An email address and number of days have been entered by the A/OPC. Click "Submit" to continue


Information and Technology for Better Decision Making
erprise Monitoring and Management of Accounts
Home | Logoff | Help
ome User
ovisioning for PCOLS
Select an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Approving/Billing Official Pool
Cardholders Supervisor
https://pkidm.dmdc.osd.mil/?_afPfm=13btzq7v0x.1&_t=fred&_vir=/pages/dialogs/userAdd.xhtml&loc=e - Microsoft Internet Exp...
Help
Add User
Enter the email address of the person that you wish to add with the role of "Cardholders Supervisor" and click Submit or click Cancel.
When this person redeems the token accepting this position, you will be sent an email indicating their acceptance. Your current email address is aopc.name@mail.mil
User Details
* Email Address
cardholderssupervisor.name@mail.mil
* Number of Days
30
How many days does the person have to accept this role? (1 - 30)
This product suite has not defined any permissions for this role.
Submit
Cancel
Done
Trusted sites | Protected Mode: Off
100%

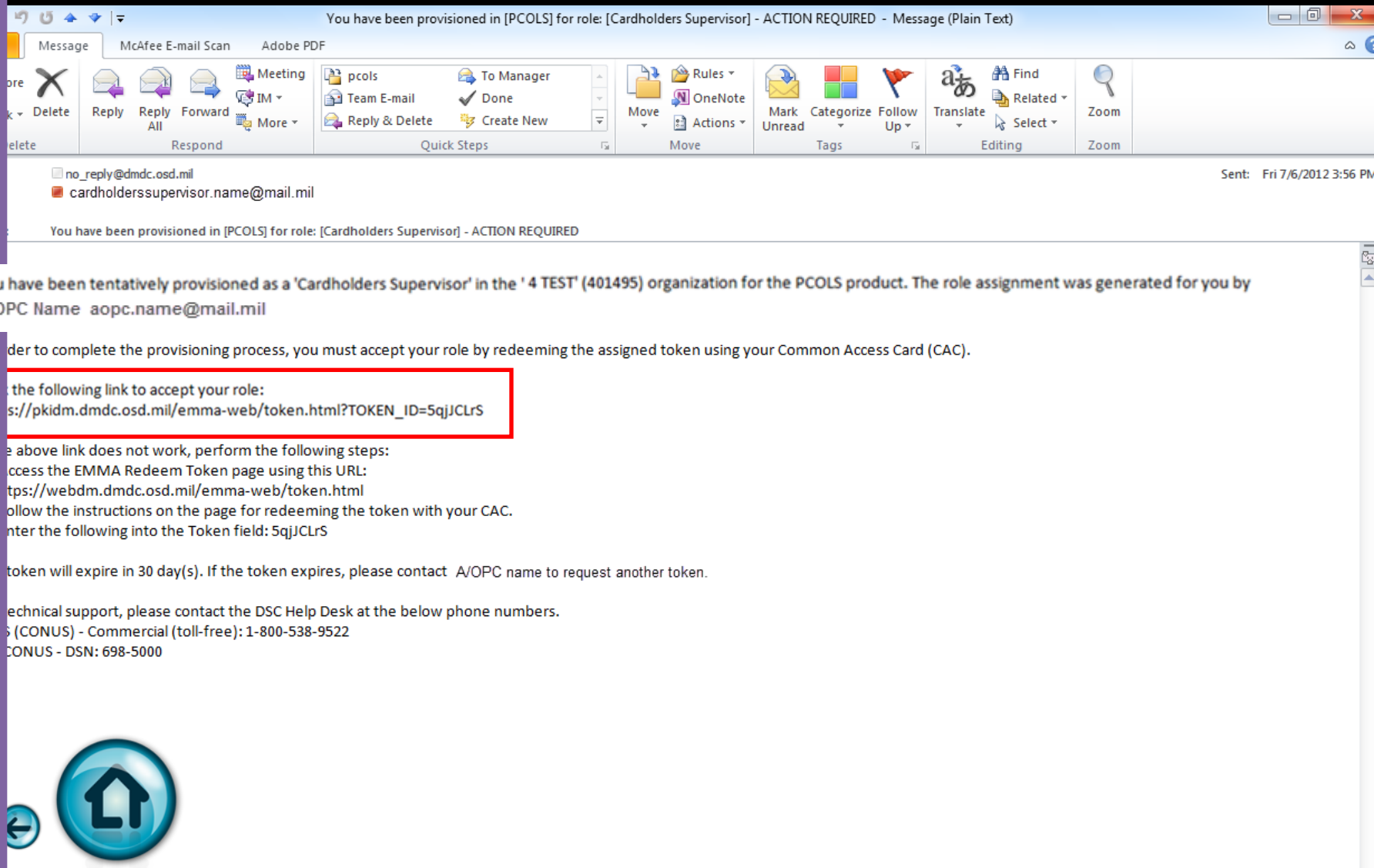
Action 4 is complete.

A token email has been sent to the Cardholders Supervisor. The Users Provisioned section shows the status for this user as pending acceptance. Click on the arrow to continue

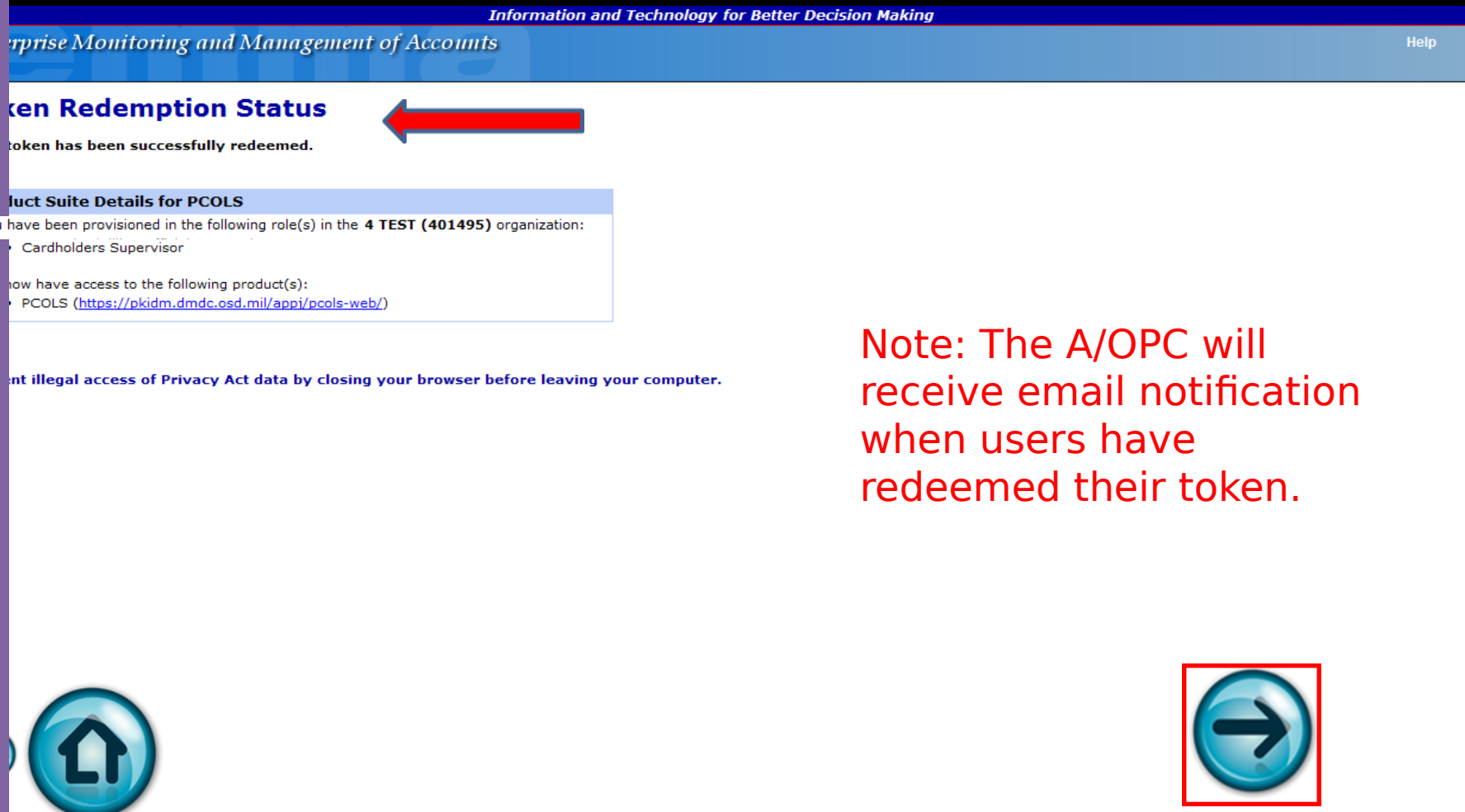

Information and Technology for Better Decision Making
erprise Monitoring and Management of Accounts
Home | Logoff | Help
come User
an organization or role below to view/update information.
PCOLS Level II Test
Agency/Organization Program Coordinator
1 TEST
2 TEST
3 TEST
4 TEST
Approving/Billing Officials Supervisor
Approving/Billing Official Pool
Cardholders Supervisor
Role Details
Select an action:
Pick from list...
Go
Role Name: Cardholders Supervisor
1 of 100 Maximum Users Provisioned
Users Provisioned:
pending acceptance
(cardholderssupervisor.name@mail.mil)
Note: The A/OPC does not have to wait until the token is redeemed to continue to the next step in provisioning process.

Click on the email icon to view how the token is redeemed by the Cardholders Supervisor.

The Cardholders Supervisor will receive an email with a token link. Click on the link in the email to continue.


You have been provisioned in [PCOLS] for role: [Cardholders Supervisor] - ACTION REQUIRED - Message (Plain Text)
Message
McAfee E-mail Scan
Adobe PDF
Delete
Reply
Reply All
Forward
Meeting
IM
More
Respond
pcols
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
no_reply@dmdc.osd.mil
cardholderssupervisor.name@mail.mil
Sent: Fri 7/6/2012 3:56 PM
You have been provisioned in [PCOLS] for role: [Cardholders Supervisor] - ACTION REQUIRED
You have been tentatively provisioned as a 'Cardholders Supervisor' in the ' 4 TEST' (401495) organization for the PCOLS product. The role assignment was generated for you by
A/OPC Name aopc.name@mail.mil
der to complete the provisioning process, you must accept your role by redeeming the assigned token using your Common Access Card (CAC).
the following link to accept your role:
s://pkidm.dmdc.osd.mil/emma-web/token.html?TOKEN_ID=5qjJCLrS
e above link does not work, perform the following steps:
ccess the EMMA Redeem Token page using this URL:
tps://webdm.dmdc.osd.mil/emma-web/token.html
ollow the instructions on the page for redeeming the token with your CAC.
nter the following into the Token field: 5qjJCLrS
token will expire in 30 day(s). If the token expires, please contact A/OPC name to request another token.
echnical support, please contact the DSC Help Desk at the below phone numbers.
S (CONUS) - Commercial (toll-free): 1-800-538-9522
CONUS - DSN: 698-5000

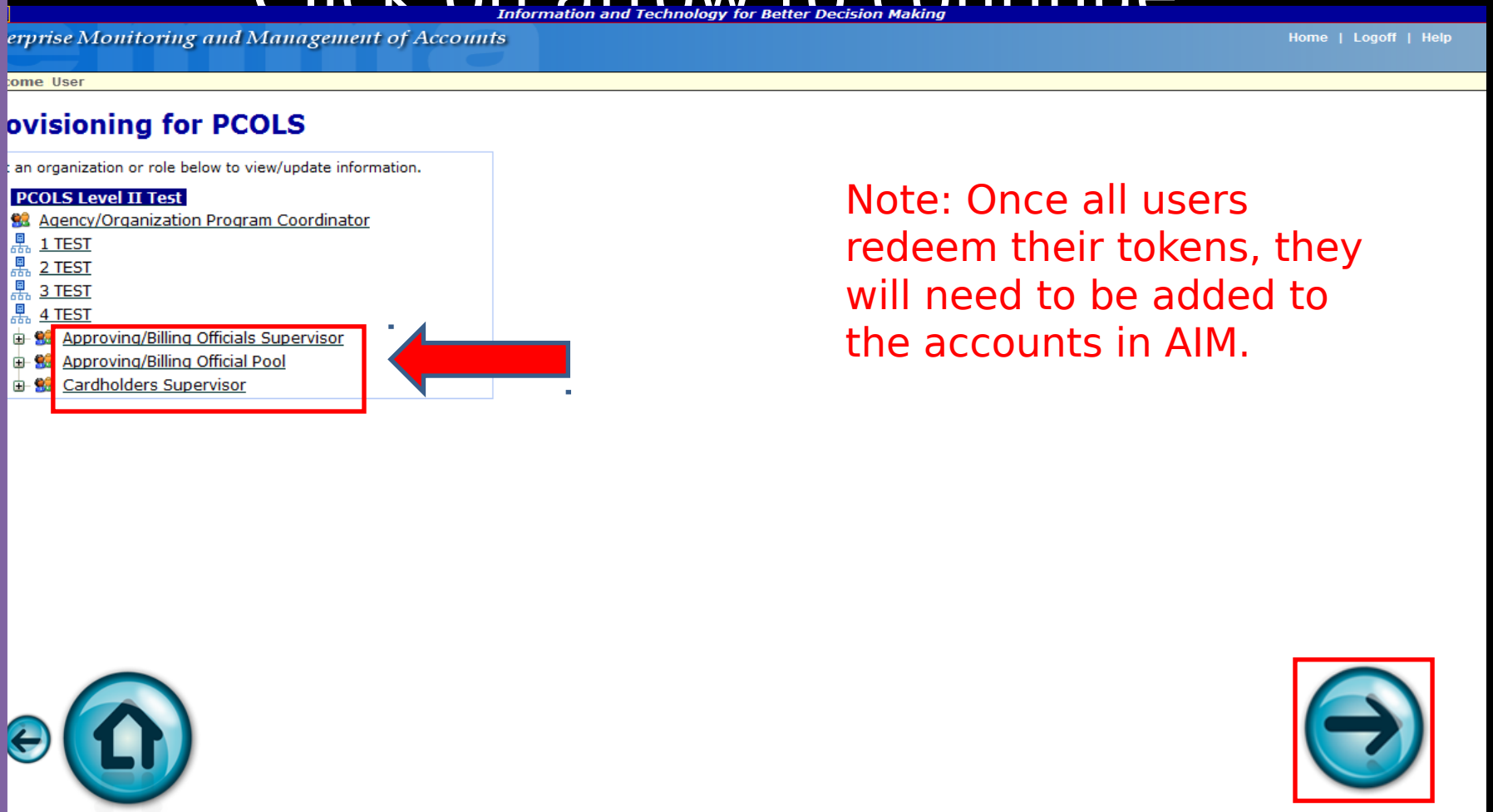
Screen shows token redemption status was successful for Cardholders Supervisor.
Click on arrow to continue.


Information and Technology for Better Decision Making
rprise Monitoring and Management of Accounts
Help
ken Redemption Status
token has been successfully redeemed.
luct Suite Details for PCOLS
You have been provisioned in the following role(s) in the 4 TEST (401495) organization:
Cardholders Supervisor
ow have access to the following product(s):
PCOLS (https://pkidm.dmdc.osd.mil/appj/pcols-web/)
nt illegal access of Privacy Act data by closing your browser before leaving your computer.

Note: The A/OPC will receive email notification when users have redeemed their token.

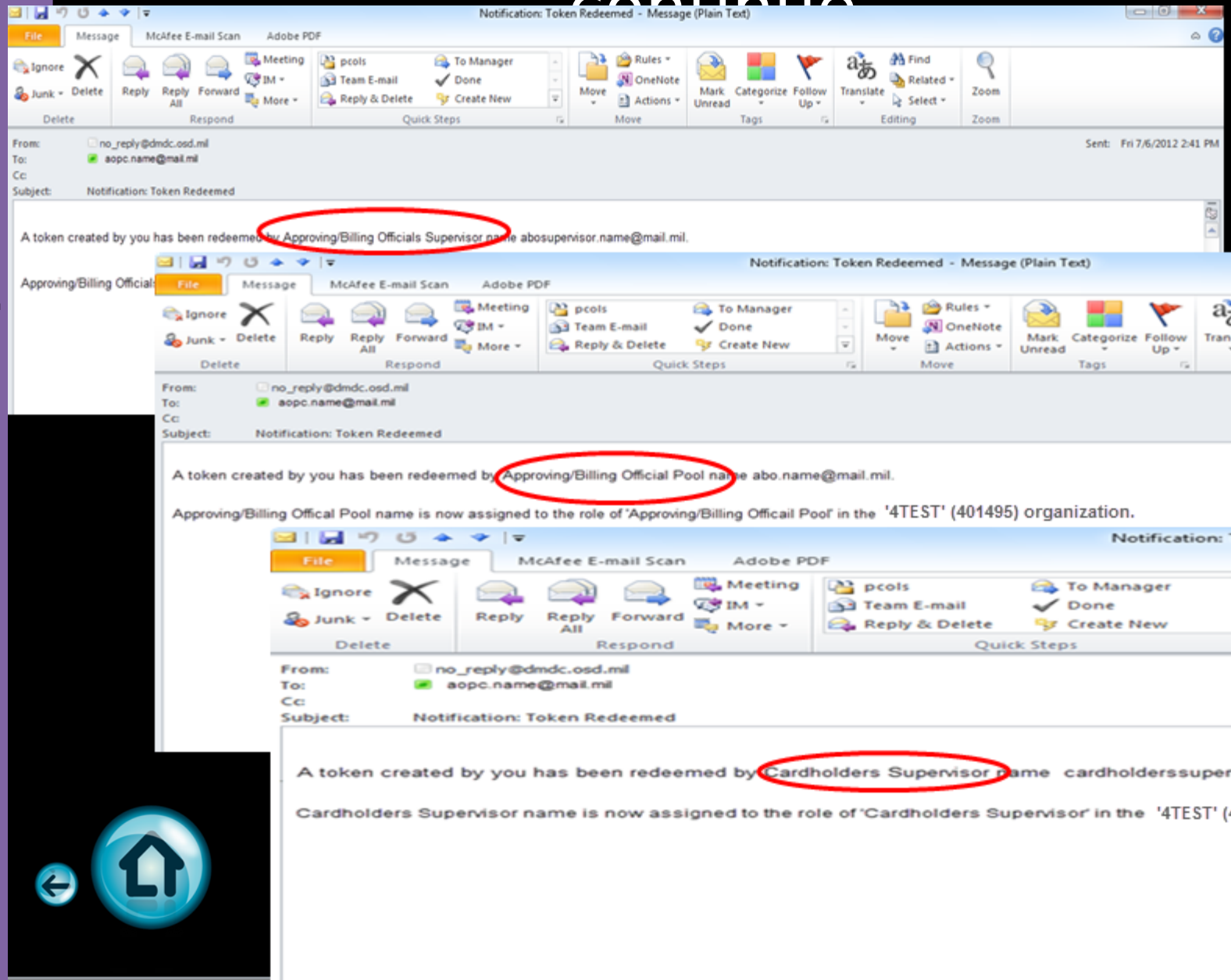
A/OPC has successfully set up a new organization in EMMA. Screen shows the roles that were added to the 4 TEST organization.

Click on arrow to continue



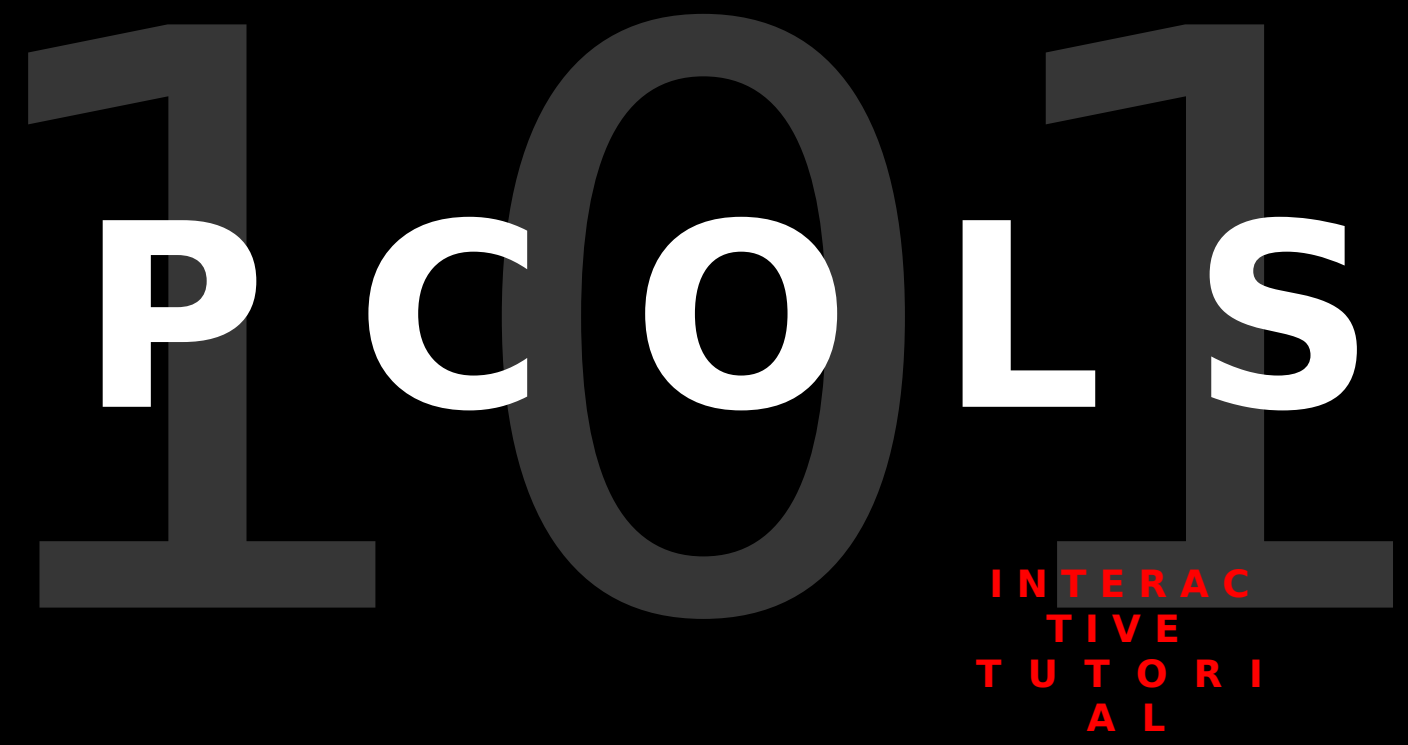
Note: Once all users redeem their tokens, they will need to be added to the accounts in AIM.

A/OPC will receive an email when a token is redeemed by a user. Click on arrow to continue



This concludes the PCOLS 101 Interactive Tutorial:

How to Add an Organization and Users in EMMA



To learn how to create a new managing or cardholder account, view the PCOLS 101 Interactive Tutorials:

How to Create a New Managing Account in AIM

How to Create a New Cardholder Account in AIM

To exit tutorial press ESC on your keyboard